



Purchasing and Disbursements Policy Addendum
Equipment
Goods/Services

Approved by the Union Parish Police Jury effective 3-5-24

Purchase Orders

Purchase order requests should go the Secretary/Treasurer for any purchase over **\$2,500**. Upon approval, the purchase order request will be issued by the Assistant Secretary/Treasurer. Purchase orders will be signed by the President or Finance Chairman.

Equipment Orders

Equipment purchase requests by heads of departments such as landfill, roads, airport, courthouse, etc. should be forwarded to the secretary/treasurer with specs. The committee in which the purchase pertains, such landfill, airport, roads, courthouse, etc. will determine if the purchase is warranted. The equipment committee will then request bids be advertised by the secretary/treasurer. Purchases for such equipment should also be in the budget. If a purchase is to be made outside of the budget, the purchase must be approved by the finance committee prior to purchase. Bids are to be delivered to the secretary/treasurer by hand or mail and be sealed until a bid opening is called by the equipment committee chair. Purchases of equipment must be approved by a majority vote of the committee and by majority vote of the entire jury.

Goods/Services Bids

Goods and services bids such as contract trucking, road maintenance, bush hogging, spraying of roadways, culverts, gravel, rock, asphalt, hot mix, cold mix, emulsions, or any other goods and services used on roads, bridges, drainage, buildings, or any other property under the jurisdiction of the Jury or any of the like requested by the heads of departments such as landfill or roads should be forwarded to the secretary/treasurer with specs. The committee in which the purchase pertains will determine if the purchase is warranted and request that bids advertised by the secretary/treasurer. Purchases for such good or services should also be in the budget. If a purchase is to be made outside of the budget, the purchase must be approved by the finance committee prior to purchase. Bids are to be delivered to the secretary/treasurer by hand or mail and be sealed until a bid opening is called by the road committee chair. Purchases of goods and services must be approved by a majority vote of the committee and by majority vote of the entire jury.

Bids for yearly materials above are normally bid out in November and will be adopted at the December meeting.

All bids will comply with the Louisiana Public Bid Law.