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STATE OF LOUISIANA
EXECUTIVE DEPARTMENT
BATON ROUGE

EXECUTIVE ORDER NO. 79

Committee on Compensation for the Judicial System

WHEREAS, there is no existing public or private agency, committee or commission to make appropriate studies and recommendations in the public interest with respect to the salaries of our judicial officers; and

WHEREAS, it has been several years since the last pay increase was granted the members of our judiciary, leaving them in need of an adjustment as a result of the inflationary process we have experienced since that time; and

WHEREAS, in the public interest it is deemed necessary and desirous to give serious study to this matter in order to make the judiciary sufficiently attractive and to encourage more of our best legal minds to seek positions in the judicial branch,

NOW, THEREFORE, by virtue of the authority vested in me as Governor of Louisiana, pursuant to the Constitution and applicable statutes of the State of Louisiana, I do hereby establish and appoint the Committee on Compensation for the Judicial System, whose function shall be to conduct studies and make recommendations to the Governor and to the Legislature with respect to the factors to be considered and the compensation to be paid to the judicial officers of Louisiana. I do hereby appoint to said committee, Mr. Ed Stagg, Mr. Alfred Brown, Mr. Wallace Armstrong, Mr. Victor Bussie, Mr. Chuck McCoy, Mr. F. A. Graugnard, Mrs. Jean Boese, Mrs. Mary Lou Winters, Mr. Emmitt Douglas, Justice Mack E. Barham, Justice Walter F. Marcus, Jr., Judge James E. Bolin, Judge Edward A. de la Houssaye III, Judge Oliver S. Delery, Judge Denald A. Beslin, Judge Ernest N. Morial, Camille F. Gravel, Jr., and Dr. J. Denson Smith.

IN WITNESS WHEREOF, I have hereunto set my hand officially and caused to be affixed the Great Seal of the State of Louisiana, at the Capitol, in the City of Baton Rouge, on this the 9th day of January, A.D., 1975.

EDWIN EDWARDS
Governor of Louisiana

STATE OF LOUISIANA
OFFICE OF THE GOVERNOR
DIVISION OF ADMINISTRATION

POLICY AND PROCEDURE
MEMORANDUM NO. 1

Subject: Policy and Procedure Memoranda

Effective Date: March 1, 1966

Authorization: Title 39 of the Revised Statutes of 1950

All memoranda setting forth fiscal policy and procedures issued by the Commissioner of the Division of Administration shall be compiled in manual form, with copies provided to each State agency. Copies shall be maintained by the agency head and by the chief fiscal officer for the agency. Two binders will be provided by the Division of Administration for the retention of policy and procedure memoranda.

Mary Evelyn Parker
Commissioner

POLICY AND PROCEDURE
MEMORANDUM NO. 2 (REVISED)

Subject: Extension of the Employment of an Employee Who Has Reached the Age of Retirement

Effective Date: August 1, 1970

Authorization: Title 42 as amended in 1968 Regular Session

In order to provide sufficient notice to those State employees who are nearing or over the age of sixty-five years, this memorandum supersedes Policy and Procedure Memorandum No. 2, issued July 11, 1969.

Act 292 of the 1968 Regular Session states:

“ § 585. Compulsory retirement at age seventy

Effective beginning August 1, 1970, except as herein otherwise specifically provided, any member shall be retired forthwith upon attaining the age of sixty-five years if the member then has completed at least fifteen years of creditable service. If the member has not completed at least fifteen years of creditable service at that time, he or she shall be retired upon completion of fifteen years of creditable service or upon attainment of age seventy, whichever event

State agencies in excess of \$500.00, with the exception of Louisiana State Department of Highways and Louisiana State University, will be held on deposit by the Division of Administration until damaged property and equipment have been repaired, reconstructed, or replaced.

When the cost of repairs, construction, and replacement of items have been determined, this office should be notified and all contracts should be submitted to the Commissioner of Administration for approval.

If replacement of a like item is not essential and if insurance recovery is more than sufficient for replacement, construction, or repairs, surplus funds will be returned to the State Treasury.

Mary Evelyn Parker
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 11**

Subject: Policy and Procedure Memorandum

Effective Date: September 1, 1966

Authorization: Title 39, Section 330-B of the Revised Statutes of 1950

This order is issued to establish a uniform procedure for the reporting, disposition approval, and subsequent disposition of State owned surplus property. Whenever any item of property is no longer of use to an agency or is to be traded in, scrapped, sold, or dismantled for parts, Form BF-11, "Surplus Property Transaction," will be submitted to the Property Control Section of the Division of Administration by all State agencies. Where surplus motor vehicles are involved, Form 121R, "Vehicle Condition Report," will continue to be submitted to the Purchasing Section.

The Property Control Section will periodically send bulletins to all State agencies listing available surplus property. Any item made available for transfer to any State agency will be without charge, except for transportation.

All agencies are urged to comply with this memorandum in promptly and properly reporting surplus property. In this manner, the State can realize the economies to be found in minimizing idle property levels,

relieving congested storage, and fostering efficient utilization of usable items.

Mary Evelyn Parker
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 12**

(Editor's Note: Superseded by Policy and Procedure Memorandum No. 49.)

**POLICY AND PROCEDURE
MEMORANDUM NO. 13**

Subject: Disposition of Proceeds—Sales of Surplus

Effective Date: November 1, 1966

Authorization: Title 39, Section 330-B of the Revised Statutes of 1950, and Executive Order No. 16, dated September 15, 1964

It is the purpose of this memorandum to establish policy and procedure for the handling and disposition of proceeds from the sale of surplus state property.

Fiscal Policy and Procedure Memorandum No. 11, dated August 25, 1966, establishes the procedure for reporting agency surpluses to the Property Control Section of the Division of Administration. When the disposition of surplus can be handled most efficiently and economically at the agency level, appropriate instructions and authorization for disposal will be provided. When the sale is conducted at the agency level, all proceeds are to be forwarded to the Property Control Section.

It shall be policy that all net proceeds from the sale of surplus property shall accrue to the fund from which the original purchase was made.

Mary Evelyn Parker
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 14**

Subject: Definition of "Property"

Effective Date: November 1, 1966

Authorization: Part XI of Title 39, Section 330-B of the Revised Statutes of 1950 and Executive Order No. 16, dated September 15, 1964

This memorandum is to clarify policy regarding classes of property subject to Property Control procedures as defined in Part XI of Title 39 of the Revised Statutes. "Property" under this title is defined as non-consumable movable property owned by an agency. Property purchased with funds derived from revenue producing activities such as revolving, system, or athletic funds, as well as general operating funds, come within the scope of this definition.

Disposition of surplus property items in all classes including those described above shall be accomplished according to procedures established by the Property Control Section of the Division of Administration.

Mary Evelyn Parker
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 15**

Subject: Fiscal Information Required From Non-Budgeted Agencies

Effective Date: January 15, 1967

Authorization: Title 39 and Section 1, Chapter 12 of Title 49

This memorandum is to specify minimum fiscal information required of those agencies of the State which operate from self-generated revenues and do not submit detailed budget requests for Executive and Legislative consideration.

Act 452 of 1966 amends Title 49 of the Louisiana Revised Statutes of 1950 by authorizing the Governor to require information and reports from all agencies, boards, or commissions.

In order to achieve uniform and meaningful reporting from these agencies, the following information should be submitted by February 28th of each fiscal year on forms provided:

- (1) Program Data—to include statutory provisions regulating operations, brief comment on scope

of activities, and statistical data on units of accomplishment under various programs.

- (2) Financial Plans—Summary financial information including detailed sources of revenues and major classifications of expense for the current fiscal period ending next June 30th and the ensuing fiscal year.

Additionally, each such agency must submit financial reports for each fiscal year depicting the results of operations and financial position. These reports should be submitted by August 15th, following close of the fiscal period.

To facilitate compliance with this order, affected agencies should have expenditures classified according to standard code classification. They should also adopt the State's fiscal year which ends June 30th. Enclosed are forms to assist in preparing the required financial data.

Mary Evelyn Parker
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 16**

Subject: Purchasing—Policy, Procedures, Rules and Regulations

Effective Date: March 1, 1967

Authorization: Title 39, R.S. 1950, Part V, Purchasing, Executive Orders 20, 21, 22

1. General Information

"Purchasing Procedures Rules and Regulations" promulgated January, 1965, in the Louisiana Purchasing Manual, are amended to include the policy and procedures contained herein, to provide for the cancellation of purchasing authority issued prior to March 1, 1967; to delegate new purchasing authority; and to require that these Orders be promulgated as the Official Rules and Regulations for Purchasing effective March 1, 1967.

2. Purpose and Scope

The purpose of this Policy and Procedure Memorandum is to require the implementation of centralized purchasing in the Division of Administration in the degree desired, and

to provide a delegation of purchasing authority to expedite the handling of small purchases by State agencies on a day-to-day basis.

The policies and procedures contained herein shall apply to all agencies of the State Government as required by Act No. 91 of the 1964 Louisiana Legislature; the Executive Orders of the Governor, Nos. 20, 21, and 22; and the Official Rules and Regulations for Purchasing contained in the State of Louisiana Purchasing Manual.

3. Policy and Procedures

Policy

3.1. 1 Purchasing for all State agencies, with certain exceptions, as determined by the Commissioner, shall henceforth be made by the Purchasing Section, Division of Administration.

3.1. 2 All delegations of purchasing authority issued prior to March 1, 1967, are hereby revoked.

3.1. 3 Certain large State agencies may apply to the Commissioner and where justified may receive purchasing authority not to exceed \$1,000.

3.1. 4 Purchasing authority is hereby specifically delegated to all State agencies to buy maintenance, repair, operating supplies, and services wherever the cost does not exceed \$100.

State agencies may also purchase in the agency level the following supplies and services without prior approval of the Commissioner:

- (1) Federal Government surplus property;
- (2) Standard replacement equipment parts which must be obtained from the manufacturer or his agent;
- (3) Purchasing transactions between State budget units except on Penitentiary-manufactured products;
- (4) Fresh fruits and vegetables, milk, fish, perishable foods, and farm products;

(5) Professional services such as physician, dentist, attorney, and veterinary;

(6) Public utility services, water, electricity, telephone, and telegraph;

(7) Textbooks, newspapers, subscriptions, periodicals, and library books;

(8) Repairs to automobiles, trucks, office machines when obtained from authorized dealer;

(9) Food and supplies required for the operation of boats in isolated areas;

(10) Postal service, including postage meter rentals;

(11) Purchase and/or rental of special films used for instruction or entertainment;

(12) Sign painting, lettering doors and windows;

(13) Purchases of any kind costing \$25 or less may be made without competitive bidding.

3.1. 5 State agencies shall purchase from Commodity Contracts made by the Purchasing Section, Division of Administration, Catalog Index (Rev. 2/67).

3.1. 6 All of the purchasing rules and regulations contained in the brochure "How to Sell to the State of Louisiana," issued November 1, 1964, are hereby made a part of these Official Rules and Regulations and the same shall be binding on all suppliers to the State of Louisiana and all State agencies alike.

3.1. 7 Colleges, Trade Schools, Universities, and the Department of Education will continue to purchase under requirement of Act 91 of the 1964 Louisiana Legislature, Executive Orders 20, 21, 22, and the Rules and Regulations contained in the Louisiana Purchasing Manual.

3.1. 8 An Inspection Unit is hereby created within the Purchasing Section, Division of Administration, and the same is hereby made a part of the Official Rules and Regulations. This part shall apply to all agencies of the

State Government, subject to the requirements of Act 91 of the 1964 Louisiana Legislature and the Executive Orders of the Governor referred to in the preceding paragraph (3.1.7).

3.1. 8.1 The principal function of the Inspection Unit shall be:

- a) To inspect and accept or reject all deliveries made to facilities operated under the direct jurisdiction of the Purchasing Section;
- b) To conduct check inspections of deliveries made to State agencies;
- c) To review the work of inspection done by designated personnel of other State agencies;
- d) To maintain records necessary to the proper performance of its duties;
- e) To contribute its knowledge and experience to the other units of the Purchasing Section.

3.1. 8.2 The Inspection Manual, as contained in the Louisiana State Purchasing Manual and under separate cover, for the specific use of agency personnel, is hereby made a part of the Official Rules and Regulations.

Procedures

3.2. 1 State agencies required to submit Purchase Requisitions for all commodities listed in the Purchasing Schedule shall continue to requisition their requirements through the Purchasing Section on a quarterly basis.

3.2. 2 Division of Administration Purchase Requisitions (Form DA 101 Rev. 10/66) will be submitted by all State agencies to the Purchasing Section for all requirements exceeding \$100, except where specifically delegated to the agencies or as may be directed in the following sections.

3.2. 3 Small purchases of \$100 or less will be made by State agencies in the following manner:

- (1) Mailing out requests for prices to at least three bona fide vendors;

- (2) Accepting three telephone quotations, if the need is urgent.

Records of quotations (Form A-11 Rev. 3/61) shall be kept, for review by the Purchasing Section, Exhibit No. 3.

3.2. 4 State agencies who have received a special delegation of purchasing authority may make purchases of maintenance repair, operating supplies or services not to exceed \$1,000 by receiving informal quotations under the following conditions:

- (1) Provided commodities are not under contract;
- (2) Commodities or items are required to be purchased under Quarterly Purchasing Schedules;
- (3) Provided maximum competition was obtained by sending out requests for prices to five bona fide vendors;
- (4) If prices received are over \$1,000, the entire file shall be forwarded to the Purchasing Section, Division of Administration, prior to issuance of Purchase Order.

3.2. 5 Purchases from commodity contracts will be made by all State agencies by issuing Division of Administration Purchase Release Orders, Form 105B (Rev. 8/65).

Purchase Release Orders for maintenance, repair and operating supplies will be mailed directly to the supplier, with one copy to the Division of Administration, except as noted below.

Purchase Release Orders for equipment (Budget Categories 301, 501, 601, and 701) shall be mailed to the Purchasing Section, Division of Administration, for approval by the Budget Section.

Purchase Release Orders are accepted in lieu of Purchase Requisitions on contract items.

3.2. 6 Automobiles, trucks, tractors, jeeps, ambulances, construction equipment, heavy machinery, and insurance shall be requisitioned through the Division of Administration as

required by Executive Order No. 20, dated October 22, 1964.

- 3.2. 7 Emergency, Out of Schedule, and Revolving Fund purchasing shall be made as required by Executive Order No. 22, dated October 22, 1964, and this Policy and Procedure Memorandum.

Extreme Public Emergency involving jeopardy to life and property or the continuation of an essential program shall be certified to the Commissioner of Administration, in writing, in duplicate, and signed by the head of the State agency.

A delegation of purchasing authority is hereby made to State agencies to take affirmative action without prior approval of the Commissioner of Administration in the following eventualities:

- (1) Riot
 - (2) Hurricane or storm damage
 - (3) Fire
 - (4) Failure of water well
 - (5) Emergency purchases for any purpose if the cost is less than \$100.
- 3.2. 8 Purchasing Rules and Regulations contained in the Louisiana Purchasing Manual and the brochure "How to Sell to the State of Louisiana" are hereby made a part of this Policy and Procedure Memorandum and will apply to and be binding on all State agencies and the vendor selling to the state of Louisiana alike.
- 3.2. 9 Authorization of Capital Outlays for the improvement of lands or the construction, alteration, or reconstruction of any building or other structure may be made solely by the Governor or the Commissioner of Administration; and no work shall be commenced and no contract entered into until plans and specifications, estimates of cost and bids received covering the work contemplated has been approved and authorized in accordance with Section 56, Title 39, R. S. 1950.
- 3.2.10 Effective March 1, 1967, it shall be mandatory that all food products within the

scope of the Standard Specifications listed below be purchased, inspected, and acceptance of delivery under the requirements and conditions set forth in the specific commodity in the Standard Specifications, printed under separate cover.

Standard Specifications for Fresh Fruits and Vegetables (Class 10), dated April 1, 1956;

Standard Specifications for Poultry and Eggs (Class 11), dated April 1, 1956;

Standard Specifications for Processed Foods (Class 12), dated April 1, 1956;

Standard Specifications for Cereal, Cereal Products and Beans (Class 13), dated April 1, 1956;

Standard Specifications for Seafood (Fresh, Frozen, and Canned) (Class 14), dated July 1, 1965;

Standard Specifications for Meat and Meat Products.

Purchasing procedure for the above classes of food products shall be made by submitting a completed Prelisted Purchase Requisition to the Purchasing Section, Division of Administration.

The Purchasing Schedule reminder will be mailed to State agencies, with Prelisted Purchase Requisition forms attached.

3.2.11 The procedures outlined in the Inspection Manual shall be the procedures to be followed in all of the activities of the Inspection Unit and shall include the activities of agency personnel wherever referred to in the Inspection Manual.

3.2.12 Printing and Engraving purchases shall be made in accordance with Act No. 84 of the 1964 Louisiana Legislature and the instructions contained in the Rules and Regulations as set forth in the following detailed procedures.

3.2.12.1 Authority is delegated and all State agencies may purchase without prior approval of the Commissioner:

- a) Published copyrighted items:

- (1) Technical or scientific books;
 - (2) Pamphlets, reports, and charts;
 - (3) Tax and tariff schedules;
 - (4) Subscriptions to newspapers, magazines, and periodicals;
- b) Art work and similar professional services;
 - c) Student yearbooks and student newspapers;
 - d) Artistic, cultural or entertainment programs, posters, and tickets.

3.2.12.2 Emergency and special printing jobs may be approved for agency purchasing on an individual basis.

3.2.12.3 Instructions for making requisitions to the Purchasing Section, Division of Administration:

- a) All items of printing shall be requisitioned on Form DA 101.
- b) Only one type of printing job included on each requisition.
- c) Each requisition must be accompanied by either a sample of the item requested on reprints or a clean layout with complete instructions for the printer to follow.
- d) Each requisition for book and publication work shall be submitted with complete manuscript copy including cuts, illustrations, and other pertinent information with detailed instructions as to trim, page size publication, size of illustration, type and color of cover stock, and all other details necessary to correctly interpret the requirements.
- e) Each requisition for printing or engraving shall give the quantity, size, title of job, complete description of the printing job, the name of the last supplier, date the printing job was purchased, the quantity and the cost of the entire job.
- f) Thirty (30) days must be allowed for

delivery. Larger quantities, or for difficult or unusual printing job, a longer delivery time must be allowed.

- g) Each requisition shall show the agency name, address, delivery point, delivery date desired, requisition number, and fiscal year and appropriate coding.
- h) All purchase requisitions must be signed in ink, by duly authorized agency personnel.

3.2.12.4 All State agencies shall refer to "General Instructions" and "General Requirements for Printing and Binding Specifications" information is required.

Mary Evelyn Parker
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 17 (REVISED)**

Subject: Expenditure of Funds for Construction, Alterations, or Reconstruction of Any Building or Other Structure

Effective Date: September 15, 1967

Authorization: Title 39 of the Revised Statutes of 1950

Instructions: This memorandum supersedes the Commissioner's Policy and Procedure Memorandum No. 17 effective September 1, 1967, and all memoranda and manuals in conflict herewith.

In instances where an agency contemplates an expenditure for construction, alterations, or reconstruction of any building or other structure in excess of \$1,000 per project, and the source of funds is other than the issuance of bonds, it will be necessary to submit Form DA-125 to this office for approval.

SECTION 56. Authorization of Capital Outlays

No work shall be commenced and no contract shall be entered into for the improvement of lands or the construction, alteration, or reconstruction of any building or other structure, involving an expenditure from the State Treasury under any appropriation, notwithstanding any allotment therefor, except for the expenditure of funds dedicated in the Constitution to the construction and maintenance

State of Louisiana
OFFICE OF THE GOVERNOR
Division of Administration

Proposed Construction Renovations, Alterations, or
Reconstruction of Any Building or Other Structure

Date: _____

Agency: _____

Description of Project:

Source of Funds:

- | | |
|---|--|
| <input type="checkbox"/> General Fund | <input type="checkbox"/> Revolving Fund |
| <input type="checkbox"/> Bd. of Liquidation | <input type="checkbox"/> Agency Fund |
| <input type="checkbox"/> Systems Fund | <input type="checkbox"/> Other (Explain) |

Justification:

Maintenance:

1. Est. Annual Maintenance:

2. Source of Supporting Funds:

Budget Changes Necessary:

Submit Form
BA-7

COST ESTIMATE

ITEM	COST	SOURCE OF FUNDS
Personal Services (101):		
Contractual Services (201):		
TOTAL:		
Materials and Supplies (301):		
TOTAL:		
Related Benefits (401):		
Other:		
TOTAL:		
Total Cost:		

Submitted By: _____

Title: _____

Action:

Approved

Disapproved

Comment: _____

of the highway system of the State, until plans and specifications, estimates of cost, and the bids received, covering the entire work contemplated, and the proposed contract, or the undertaking of the work, has been approved and authorized by the Governor. The Governor shall not so approve nor authorize any contract, nor the undertaking of the work, in any case in which he finds, from the plans, specifications, estimates, and the bids therefor, or otherwise;

1. That the cost of the complete work contemplated will exceed the amount of appropriation therefor, or
2. That the work contemplated will be insufficient for the purpose for which such appropriations were made, or
3. That after providing for debt service and for the ordinary recurring expenses and capital outlays, cash will not be available in the Treasury to pay promptly for the work.

This form must be completed even in instances where Federal Grants are involved, indicating that funds are available, and should be signed by the authorized Budget Unit Head.

This policy does not apply to the Department of Highways or the Department of Public Works. It also does not apply to routine activities of all other State agencies that are normally construed as preventative maintenance.

N. P. Himbert
Acting Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 18**

Subject: Information Required From Budget Agencies to Expedite Equipment Purchases

Effective Date: October 23, 1967

Authorization: Title 39, Section 53

The Division of Administration has received numerous requests for non-scheduled equipment purchases; i.e., requests for equipment purchases that are not listed in the budget.

The Purchasing Section of the Division of Administration submits all equipment purchase requests to the Budget Office for approval. The requests are normally approved provided the article indicated on the Quarterly Request for Equipment is listed in the budget and funds are available in the equipment category.

The Division of Administration has followed a policy of accepting the agency's own priority of scheduled equipment requests until such time as the funds provided for such purchases are exhausted.

This policy was adopted on the Division of Administration's own recognition of the fact that funds are not always provided for all of the equipment requested in the budget, and this allows the agency to set its own equipment priority and in so doing enables the agency to better meet its immediate needs.

The Division of Administration is also cognizant of the fact that emergency situations will occur—emergency needs for equipment purchases that could not be anticipated and were consequently not scheduled in the budget request.

The policy governing such non-scheduled purchases is that a letter must be submitted to the Commissioner of Administration, giving full justification for the requested non-scheduled purchase. This applies on both the Quarterly Request for Equipment schedule and the budget schedule of equipment purchases. The letter must also indicate which scheduled article of equipment is to be substituted.

All agencies would greatly expedite the processing of their equipment purchases if they would cross-reference the article desired on the bottom of the purchase order as follows:

Example: "See Page No. 25-Item No. 13-16"

Any request failing to meet the above provisions will be subject to disapproval.

N. P. Himbert
Acting Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 19**

Subject: Request for Approval of Federally Assisted Programs

Effective Date: November 6, 1967

Authorization: Act 504 of the Revised Statutes of 1964

Act 504 of the Revised Statutes of 1964, Section 663, reads as follows:

“Any other provisions of the laws of this State to the contrary notwithstanding, except as otherwise provided in this Chapter, no State agency may hereafter enter into any contract or agreement with any federal agency with respect to any program, other than programs recommended in the executive budget to be supported jointly by State funds and grants, loans, or other assistance of the United States government, nor accept or use federal funds or credits in any such program nor otherwise participate hereafter in any such program, unless the State agency first has submitted to the Governor plans for participation in such proposed program and unless such plans are approved by the Governor. The plans submitted to the Governor shall include a description of the proposed program, the nature and amount of contributions or other assistance thereto or participation therein to be made by the State government or any of its agencies and by the federal government, the reasons why the State should participate in such program, and any other information which the Governor may require.”

The purpose of this memorandum is to inform State agencies that all proposed contractual programs supported entirely or in part by the Federal Government, must be submitted to this office so that final and formal action may be taken by the Governor.

All contracts should be submitted in duplicate and should disclose the information required by Act 504. The request should contain a detailed breakdown by fiscal year indicating state portion, if applicable, and federal portions of funds to be received under each contract.

Upon receipt of approval, your agency must submit a request for change of annual approved budget (Form BA-7).

N. P. Himbert
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 20**

Subject: Acquisition of State Surplus Property by State Budget Units

Effective Date: February 22, 1968

Authorization: Title 39, R.S. 1950, Part XI, Property Control, Sections 321-332

1. General Information

Regulations and orders by the Commissioner, Section 332, Act 115 of the 1964 Louisiana Legislature, are amended to include the Policies and Procedures contained herein; to provide that State budget agencies requesting State surplus property, be required to pay for movable property; and to provide that funds received be placed in the revolving fund established for maintenance of the Surplus Property Program.

2. Purpose and Scope

The purpose of this Policy and Procedure Memorandum is to require State budget units to pay a fair market price for surplus property; to maintain the State's Surplus Property Revolving Fund Account; and to prevent State agencies from supplementing budgets for equipment where budgets have previously been approved by the Louisiana Legislature.

The policies and procedures contained herein shall apply to all agencies of the State Government in accordance with these amended regulations and orders by the Commissioner of Administration.

3. Policy and Procedures

All State agencies requesting State surplus property shall make a written request to the Purchasing and Property Control Section, Division of Administration.

The State Property Control Officer shall place a fair market price for such surplus property requested, and notify the State agencies to make remittance to the Division of Administration, State Property Revolving Fund Account.

The State Director of Purchasing shall approve the transfer of State surplus property by the issuance of Form BF11, and/or the issuance of a sales invoice which shall serve as a receipt for the funds submitted, and shall also be recognized as the authority of the agency to claim the State surplus movable property listed therein.

N. P. Himbert
Commissioner

SURPLUS PROPERTY TRANSACTION

BF 11

Complete Instructions on Reverse Side

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
 8th FLOOR STATE OFFICE BUILDING 150 RIVERSIDE MALL
 P.O. BOX 44095 BATON ROUGE, LOUISIANA

No. 34174

DATE

SECTION I REPORT AND EVALUATION

Reporting Agency

The following described State-owned Property is surplus to needs of this agency and is reported for disposal. (Use separate report for each article or groups of identical articles.)

RECOMMENDED DISPOSAL

Sale by Div. of Ad

Transfer Scrap Dismantle for Parts

ARTICLE

MANUFACTURER

QUANTITY

ADDITIONAL DESCRIPTION (MODEL, WEIGHT, DIMENSIONS, CAPACITY, ETC.)
 FOR MOTOR VEHICLE SUBMIT CONDITION REPORT FORM 121 R

SERIAL NUMBER

PROPERTY TAG NUMBER

DATE ACQUIRED

New Used

ORIGINAL COST

ESTIMATED VALUE

CONDITION

Good Fair Poor

MAY BE INSPECTED BY CONTACTING

LOCATION

SIGNATURE

RELOCATED

NAME AND TITLE (TYPED)

RECEIVED BY

SECTION II APPROVAL

SECTION III RECEIPT

DIVISION OF ADMINISTRATION
 COMMISSIONER

Receipt of the above property is hereby acknowledged

DISPOSITION REQUESTED IS

Approved Disapproved

SIGNATURE

REMARKS

TITLE

DATE

This Section For Division of Administration Use Only

SIGNED

BULLETIN SENT

TITLE

DATE

APPROVAL SENT

Transfer is authorized to the following agency:

OTHER DISPOSITION

INVENTORY ADJ. BY

DATE

SALE NO.

INVOICE NO.

SOLD TO

AMOUNT

**POLICY AND PROCEDURE
MEMORANDUM NO. 21**

Subject: Deficiency Expenditures by State Agencies

Effective Date: July 31, 1968

Authorization: Act 9 of the 1968 Regular Session

The purpose of this memorandum is to acquaint all agencies with the provisions of Section 12, Act 9, Regular Session 1968.

Section 12. No State agency, except as hereinafter provided, may incur a deficit for any expenditure, capital improvement or make payment of any funds whatsoever, in excess of the funds allotted to it in this appropriation bill, unless such expenditure, capital improvement or payment of any funds whatsoever, shall have been first appropriated to it by the Board of Liquidation of the State Debt for such purposes or when such expenditure, capital improvement or payment of any funds is occasioned by an increase in the means of financing from sources other than State funds.

Should any State agency be required to incur a deficit for any expenditure, capital improvement or make any payment of any funds whatsoever in excess of the funds herein appropriated to it, it shall do so only by first complying with each of the following conditions, which shall not be waived: (1) Certification by the head of any such State agency that without such additional funds, in excess of the funds herein appropriated to it, either the lives of the employees employed fail to receive the required legislative approval, as hereinabove provided, neither the Division of Administration nor the State Treasurer shall authorize payment of same unless and until a new proposal be submitted to the Legislature, when not in session, in accordance with the provisions hereof.

If any authorization for payment of funds, in excess of those appropriated herein, is given to any State agency by any official of the State of Louisiana, whether said official is elected, appointed or employed, without strict

compliance with the provisions of this Section, such action shall be prima facie illegal and such official shall be in contempt of the Legislature and such action and such contempt shall be grounds for the Legislature to address such official out of office, if elected, or to direct his dismissal from his appointment or employment, as the case may be.

N. P. Himbert
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 22**

(Editor's Note: Superseded by Policy and Procedure Memorandum No. 55.)

**POLICY AND PROCEDURE
MEMORANDUM NO. 23**

**Subject: Use of Facsimile Signatures and Seals
Authorized**

Effective Date: July 31, 1968

Authorization: Act 534 of the 1968 Regular Session

The purpose of this memorandum is to acquaint all Agencies with the amendment to Title 39 of the Louisiana Revised Statutes of 1950 by adding thereto a new section to be designated Section 1 of Section 240 of Title 39.

§ 240. Use of facsimile signatures and seals authorized; penalty for fraudulent use

A. Definitions. As used in this Section:

(1) "Public security" means a bond, note, certificate of indebtedness or other obligation for the payment of money, issued by this state or by any of its departments, agencies or other instrumentalities or by any of its political subdivisions.

(2) "Instrument of payment" means a

check draft warrant or order for the payment, delivery or transfer of funds.

(3) "Authorized officer" means any official of this State or any of its boards, commissions, departments or agencies or of any of its political subdivisions whose signature to a public security or instrument of payment is required or permitted.

(4) "Facsimile signature" means a reproduction by engraving, imprinting, stamping or other means of the manual signature of an authorized officer.

B. Any authorized officer, after filing with the Secretary of State his manual signature certified by him under oath, may execute or cause to be executed with a facsimile signature in lieu of his manual signature:

(1) Any public security, provided that at least one signature required or permitted to be placed thereon shall be manually subscribed, and

(2) Any instrument of payment.

Upon compliance with this Section by the authorized officer, his facsimile signature has the same legal effect as his manual signature.

C. When the seal of the State of Louisiana or any of its departments, agencies, or other instrumentalities or of any of its political subdivisions is required in the execution of a public security or instrument of payment, the authorized officer may cause the seal to be printed, engraved, stamped or otherwise placed in facsimile thereon. The facsimile seal has the same legal effect as the impression of the seal.

D. Any person who with intent to defraud uses on a public security or an instrument of payment (1) a facsimile signature, or any reproduction of it, of any authorized officer, or (2) any facsimile seal, or any reproduction of it, of the State of Louisiana or any of its departments, agencies, or other instrumentalities or of any of its political subdivisions, is guilty of a felony and shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both.

N. P. Himbert
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 24**

Subject: Prohibits expenditure or encumbrance of funds over and above the amount appropriated or otherwise allocated for expenditure during any fiscal year

Effective Date: July 31, 1968

Authorization: Act 210 of the 1968 Regular Session

The purpose of this memorandum is to acquaint all agencies with the provisions of Act 210 of the 1968 Regular Session of the Legislature.

Section 1. The expenditure of any moneys in excess of the funds appropriated or otherwise allocated for expenditure by any board, commission, department or agency of the State during any fiscal year shall constitute reasonable cause for removal from office of the officer or officers, whether elected or appointed, responsible therefor, on address by the Legislature in accordance with the provisions of Article IX, Section 3 of the Constitution, unless said officer first has obtained approval therefor of the Board of Liquidation, and of the Legislature by a majority vote of the members thereof taken by mail ballot conducted by said Board of Liquidation. Provided however, that the provisions of this Act shall not apply to the Department of Military Affairs of the Department of Public Safety when a state of emergency has been declared by the Governor so long as the department heads shall certify to the Governor that the expenditure of funds is necessary as a direct result of said state of emergency.

N. P. Himbert
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 25**

Subject: Prohibition of Spending in Anticipation of Legislative Appropriation by Agencies of the State

Effective Date: July 31, 1968

Authorization: Act 324 of the 1968 Regular Session

The purpose of this memorandum is to acquaint all agencies with the provisions of Subsection A of Section 97 of Title 39.

Section 97. Conditions under which public money may be withdrawn from the treasury.

- A. No money of the State or for which the State is responsible shall be withdrawn from the treasury or otherwise disbursed for any purpose except to pay obligations under expenditures authorized either by appropriation, dedication of revenues or other lawful authority and pursuant to allotment as in this Chapter provided and not in excess of the amount so authorized; provided however, that the provisions of this Act shall not apply to the Department of Military Affairs or the Department of Public Safety when a state of emergency has been declared by the Governor so long as the department heads shall certify to the Governor that the expenditure of funds is necessary as a direct result of said state of emergency.

N. P. Himbert
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 26**

Subject: Establishment and reestablishment of agency working capital funds and quarterly reports required

Effective Date: July 31, 1968

Authorization: Act 639 of the 1968 Regular Session

The purpose of this memorandum is to acquaint certain agencies with the provisions of Act 639 of the 1968 Regular Session of the Legislature.

Section 2. Each state department official, commission, institution or agency authorized by this act to maintain a revolving fund shall submit to the Division of Administration a statement of operations for the 1967-1968 fiscal year and a balance sheet of June 30, 1968. During the fiscal year 1968-1969, there shall be submitted to the Division of Administration a quarterly report of operations showing in detail all sources of income and all costs of operation. The nature and contents of such

statements and reports shall be made pursuant to rules and regulations of the Division of Administration.

N. P. Himbert
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 27**

Subject: Cancellation of Fiscal Policy and Procedure Memorandum No. 5 dated February 23, 1966

Effective Date: July 31, 1968

Authorization: Act 38 of the 1968 Regular Session of the Legislature; also, Title 40, Chapter 14, Sections 1001-1009

The purpose of this memorandum is to cancel Fiscal Policy and Procedure Memorandum No. 5, dated February 3, 1966, entitled "Electronic, Scientific, and Data Processing Equipment".

A new memorandum will be issued by the Joint Legislative Data Processing Committee at a later date.

N. P. Himbert
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 28**

Subject: Electronic, Scientific, and Data Processing Equipment

Effective Date: July 31, 1968

Authorization: Act 38 of the 1968 Regular Session of the Legislature; also, Title 40, Chapter 14, Sections 1001-1009

A Joint Legislative Data Processing Committee has been created by passage of Act 38, Regular Session 1968, establishing this committee as a permanent legislative committee. The duties and responsibilities, formerly imposed upon the Division of Administration, pertaining to selection, purchase and installation of data processing equipment, are now a responsibility of this committee.

All State agencies, including Louisiana State University and the Department of Highways, are required to

submit requests for electronic data processing equipment of the Joint Legislative Data Processing Committee for approval, where all or any part of such equipment is to be purchased with State and/or Federal funds for use by any State agency. The only exception is that this will not apply with respect to any agency or agency property financed in whole or in part by Federal funds, where to do so would conflict with Federal requirements.

The Division of Administration, under authority contained in Title 39, Revised Statutes, still bears the responsibility for prescribing and installing of accounting reports and procedures for all state agencies in carrying out their responsibilities for financial administration and supervision.

All memoranda and manuals in conflict herewith are superseded.

N. P. Himbert
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 29**

**Subject: Quarterly Payroll Report Must Accompany
Quarterly Allotment Requests**

Effective Date: October 1, 1968

Authorization: Title 39 of the 1950 Revised Statutes

Please refer to a memo from this office dated August 17, 1964, which read as follows:

"We are requesting that you send this office a copy of the payroll for your agency for the pay period ending September 30, 1964, and for the last pay period of each quarter thereafter.

We request that you send the payroll information immediately following payment. This will be submitted in most cases before the quarterly allotment request and the continuing salary schedule have been completed.

It is necessary to receive this information on a current basis for it to be of use, and we will appreciate your cooperation."

This memo is still in effect and it is imperative that it be followed explicitly.

N. P. Himbert
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 30**

(Editor's Note: Superseded by Policy and Procedure Memorandum No. 43.)

**POLICY AND PROCEDURE
MEMORANDUM NO. 31**

(Editor's Note: Superseded by Policy and Procedure Memorandum No. 37.)

**POLICY AND PROCEDURE
MEMORANDUM NO. 32**

(Editor's Note: Superseded by Policy and Procedure Memorandum No. 34.)

**POLICY AND PROCEDURE
MEMORANDUM NO. 33**

Subject: Request for New or Substitute Positions

Effective Date:

Authorization: Title 39 of the Louisiana Revised Statutes of 1950

It is the purpose and intent of this memorandum to revise and amend Form BA-8, "Request for New or Substitute Positions", issued under Policy and Procedure Memorandum No. 3, dated February 23, 1966.

This revised form will be used, without exception, to request authorization for any new position not authorized in the Executive Budget and also to request authorization for any substitution of previously approved positions on the Personnel Position Control.

In utilizing the revised Form BA-8, a request for new positions will be executed as follows:

- Column 1. Classification or Title
- Column 2. Organizational Unit or New Position
(Functional Section or Unit)
- Column 3. Date of Occupancy

DIVISION OF ADMINISTRATION
REQUEST FOR NEW OR SUBSTITUTE POSITION

Agency _____ Date _____

Identification Number _____

C or U	(1) Classification or Title	(2) Organizational Unit or New Position	(3) Date of Occupancy	(4) Monthly Salary	(5) Cost for Remainder of Current Year	(6) Justification: Explain in detail	(7) Title of Position to be Replaced	(8) Organizational Unit

(6) Continued

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PERSONNEL POSITION CONTROL

Authorized Personnel - Budgeted	Number	Authorized	Adjusted Personnel Control
Incumbents			
Vacancies			
Total			

Funds	Pro Rata	Amount
State	%	
Federal	%	
* Other	%	

* Explain in detail (reverse side)

CERTIFICATE: I certify that this request, if approved, will (will not) change the Personnel Position Control (authorized number of employees) as stipulated in the Executive Budget; that the position to be filled is not now or will not be filled prior to receipt of approval; that the substitution requested automatically cancels or eliminates the position substituted and in no manner changes the status of the approved Personnel Position control; that this request, if approved, will (will not) impair or exceed the total amount of monies allocated in Personal Services (101) category for Fiscal Year _____.

(Budget Unit Head)

(Title)

Approved: _____
Commissioner of Administration

Date _____

IN ALL CASES USE THE "JUSTIFICATION" COLUMN TO EXPLAIN HOW FUNDS WILL BE MADE AVAILABLE FOR THE REQUEST.

Note: A separate form must be executed on each and every individual request for change

- Column 4. Monthly Salary
- Column 5. Cost for Remainder of Current Year
- Column 6. Justification-Explain in detail

For substitution of previously approved positions:

- Column 1. Classification or Title
- Column 2. Organizational Unit or New Position
(Functional Section or Unit)
- Column 3. Date of Occupancy
- Column 4. Monthly Salary
- Column 5. Cost for Remainder of Current Year,
including December
- Column 6. Justification-Explain in detail
- Column 7. Title or Position to be Replaced
- Column 8. Organizational Unit (Functional Section
or Unit)

A separate Form BA-8 must be completed for each and every request submitted for the Commissioner's approval and must also indicate whether the position affected is Classified (C) or Unclassified (U).

It must be emphasized that the approval of a classification substitution in no manner changes the numerical position of the control. Approval of a substitution automatically cancels and eliminates the substituted position from the authorized Personnel Position Control in the Executive Budget and replaces it with the approved change. Under no circumstance will the substituted position be retained on the adjusted control. Also, the approval of a new position automatically advances the numerical position of the control.

The Personnel Position Control block must be completed before approval can be granted. In the column "Number" the agency must designate the current personnel position control by incumbents and vacancies. This will include all previously authorized changes.

If the request for change represents a new position, the total adjusted personnel control will show a numerical increase of one (1) position. If the request represents a substitution of a previously budgeted position, the adjusted personnel control will remain the same. In all cases the control block must be completed.

In the second block headed "Funds—Pro Rata—Amount", the agency will disclose the source of funds intended to defray the additional salary expense. If the cost is to be borne by a joint State-Federal participation, indicate the pro rata cost of each source. If funds are derived from other sources, e.g., self-generating, etc., explain in detail on the reverse side of this form.

This memorandum supersedes Policy and Procedure Memorandum No. 3 and all memoranda and manuals in conflict herewith are superseded.

Form BA-8 should be duplicated by your agency as future needs arise.

Bernard F. Sliger
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 34**

(Editor's Note: This Policy and Procedure Memorandum has been rescinded)

**POLICY AND PROCEDURE
MEMORANDUM NO. 35**

(Editor's Note: Form BA-27 referred to in this Policy and Procedure Memorandum is no longer in use.)

Subject: Monthly Personnel Status Report (BA-27)

Effective Date: July 1, 1969

Authorization: Title 39 of the Revised Statutes of 1950

It is the purpose of this memorandum to prescribe a uniform procedure for the reporting on personnel to the Division of Administration.

Form BA-27 will be used, without exception, to report on the status of your personnel (classified, unclassified and instructional) and must be received by the Division no later than five (5) working days after the end of the month. No monthly warrants will be processed prior to the receipt of this report.

A copy of this report must be submitted monthly by all agencies. If there were no positions vacant during all or part of the month, please so indicate, but be sure to include the requested payroll information.

Form BA-27 will be utilized as follows:

Column 1—Name of Former Incumbent (if known)

- Column 2—Class or Title of Position
- Column 3—Section or Division
- Column 4—Monthly Salary
- Column 5—Source of Funds (Show amount from State, Federal, Self-generated Sources)
- Column 6—Date Vacancy Occurred
- Column 7—Date Vacancy Filled (If not filled, leave blank)

The section listing the monthly payroll should reflect only those factors relating to salaries continuing (101-01).

Form BA-27 should be duplicated by your agency as future needs arise.

Form BA-27 eliminates the necessity of submitting a quarterly payroll report to the Division.

W. W. McDougall
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 36 (REVISED)**

Subject: Investment of State Funds

Effective Date: July 1, 1969

Authorization: Act 40 of the 1969 Regular Session

The purpose of this memorandum is to acquaint all State agencies, boards and commissions with the provisions of Act 40 of the 1969 Regular Session of the Legislature.

R.S. 39:462 of the Louisiana Revised Statutes of 1950 was amended and re-enacted during the 1969 Regular Session to authorize and direct the State Treasurer and the heads of State departments, boards, commissions and other State agencies, to invest all available funds that are in excess of their immediate cash requirements in Time Certificates of Deposit. In addition, the amendment to R.S. 39:462 by said Act 40, for the first time, authorizes the State Treasurer and the heads of State departments, boards, commissions and other State agencies to invest funds in direct U. S. Treasury obligations when the State Treasurer or department head determines said funds are available for investment for less than thirty (30) days.

It should be noted that under this Act, United States Treasury Bills cannot be purchased for more than thirty (30) days.

Act 40 also provides that said Act does not apply to funds of State colleges and universities derived from gifts and grants, endowment funds and reserve funds established for bond issues, and in such event, authorizes colleges and universities to continue to invest as "they now do under existing laws". However, it also authorizes colleges and universities to invest funds available for less than thirty (30) days in direct United States Treasury obligations maturing in not more than twenty-nine (29) days, if such funds are determined to be available for investment.

Banks issuing Time Certificates of Deposit under the authority of this Act shall pay interest at a rate equal to the rate determined by the United States Treasury to have been the average interest rate on the last sale of Treasury Bills with the same length of maturity; provided that if at any time the interest rate provided above is in excess of the maximum rate banks are permitted to pay on Time Certificates of Deposit for the same period of time by regulations of the Federal Reserve System or the Federal Deposit Insurance Corporation, the interest rate shall be the maximum established by those regulations.

Furthermore, Act 40 states that the following provisions are not amended by said Act:

- (a) provisions requiring banks to handle deposits of State funds and cashing of State checks and drafts without charge;
- (b) provisions requiring banks having funds of local depositing authorities on deposit to lend each said authority an amount equal to 75% of the amount on deposit at a rate of interest not to exceed 6%, and requiring such banks to receive at par all checks deposited for the authority;
- (c) provisions requiring banks to handle funds and checks belong to cities of a population of more than 150,000 without charge; and
- (d) laws with respect to investments by any retirement system of the State or any political subdivision or agency thereof.

In order to comply with the provisions of this Act, those agencies, boards and commissions that have funds available for investment must receive the maximum return on funds invested at the same rate available to other investors in the banking institutions in which the investment is made.

W. W. McDougall
Commissioner

POLICY AND PROCEDURE
MEMORANDUM NO. 37 (Revised)

Subject: Reporting of Professional Services

Effective Date: August 1, 1972

**Authorization: Act 328 of 1972 Regular Session of the
Legislature (R.S. 39:10.1)**

It is the purpose of this memorandum to provide for a central listing in the Division of Administration of architects, engineers, clerk of the works and attorneys including bond attorneys or counsel, etc.; to require quarterly reports from each State agency including non-budget units containing information relative to such professional persons or firms employed or retained by each, the nature and duration of their services rendered to said agency, the amount of their fees and compensation, and any other information deemed pertinent by the Commissioner of the Division of Administration, and to provide further with respect to the above.

10.1 Professional and other services; reports

- (A) The Division of Administration shall establish and maintain a central file or listing of all architects, engineers, clerk of the works, attorneys, including bond attorneys or counsel, and public relations persons or firms employed or retained by each State agency, board, commission or department, including non-budget units. Each such list shall be kept separately by profession, and shall contain information relative to such employment or retention, including a detailed description of the nature of services rendered to the agency, the extent and duration of such services, the amount of the fee or other compensation paid in return for such services, and any other information deemed pertinent by the Commissioner of the Division of Administration.
- (B) Each State agency, board, commission or department, including non-budget units, shall forward on a quarterly basis on forms to be supplied by the Division of Administration, a report of all professional services retained or employed which are required to be listed in a central listing as provided in Subsection (A) above. Each quarterly report to the Division of Administration shall contain the data and information required to be listed under the provisions of Subsection (A) of this section and shall be for the period covering the quarter immediately preceding the date of the

quarterly report, and such reports shall be submitted no later than fifteen days after the end of each such quarter.

- (C) The Division of Administration shall establish and maintain a complete listing of all State agencies, boards, commissions or departments, including non-budget units, which have failed to file the reports required under the provisions of this section within fifteen days after the end of each quarter. Said list shall then be submitted to the legislative budget committee and the office of the legislative auditor for their information.
- (D) The Division of Administration shall provide the office of Secretary of State with a complete listing, as herein provided, of all persons or firms who render professional services and who are retained or employed by each State agency, board, commission or department, including non-budget units, and said listing shall be provided no later than thirty days after the end of each quarter. The Secretary of State shall make all such listings and information available for public inspection and shall, upon request of the Legislative Council, provide copies or allow the reproduction of copies of any such listings or information within the offices of the Legislative Council.
- (E) Any officer or employee of the State who shall willfully fail to comply with the provisions of this section shall be deemed guilty of misconduct and shall be subject to demotion, suspension or dismissal from State service in the discretion of his appointing authority.
- (F) All listings and information required to be established and maintained under the provisions of this section shall be open to public inspection and, except to the extent otherwise provided herein, shall be subject to the provisions of R.S. 44:1 through R.S. 44:40.

We are attaching detailed instructions for reporting professional services, a copy of form PR-7 (Rev. 7-71), a specimen copy of a completed PR-7 form, and a specimen copy of a completed EDP professional services report form.

Those agencies that are reporting professional services for the first time will use the typed PR-7 form. Thereafter, the EDP form will be submitted.