

## CONTENTS

### I. EXECUTIVE ORDERS

E.O. No. 79—Establishes Committee on Compensation for the Judicial System . . . . .	80
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### II. POLICY AND PROCEDURE MEMORANDA

1. Policy and Procedure Memoranda, procedure . . . . .	80
2. Extension of the Employment of an Employee who has Reached the Age of Retirement . . . . .	80
3. Superseded by Policy and Procedure Memorandum No. 33 . . . . .	81
4. Superseded by Policy and Procedure Memorandum No. 31 . . . . .	81
5. Superseded by Policy and Procedure Memorandum No. 28 . . . . .	81
6. Closing Prior Year Appropriations . . . . .	81
7. Responsibility for Fiscal Approval . . . . .	81
8. Requests for Board of Liquidation Appropriations . . . . .	82
9. Fiscal Notes to Proposed Legislation . . . . .	82
10. Fire and Extended Coverage Recovery Funds . . . . .	82
11. Procedures for Disposition of State-Owned Surplus . . . . .	83
12. Superseded by Policy and Procedure Memorandum No. 49 . . . . .	83
13. Disposition of Proceeds from the Sale of Surplus . . . . .	83
14. Definition of "Property" . . . . .	83
15. Fiscal Information Required from Non-Budgeted Agencies . . . . .	84
16. Purchasing—Policy, Procedures, Rules and Regulations . . . . .	84
17. Expenditure of Funds for Construction, Alterations or Reconstruction of any Building or other Structures . . . . .	88
18. Information Required from Budget Agencies to Expedite Equipment Purchases . . . . .	91
19. Request for Approval of Federally Assisted Programs . . . . .	91
20. Acquisition of State Surplus Property by State Budget Units . . . . .	92
21. Deficiency Expenditures by State Agencies . . . . .	94
22. Superseded by Policy and Procedure Memorandum No. 55 . . . . .	94
23. Authorizes Use of Facsimile Signatures and Seals . . . . .	94
24. Prohibits Expenditure or Encumbrance of Funds Over and Above the Amount Appropriated or Otherwise Allocated for Expenditure During Any Fiscal Year . . . . .	95
25. Prohibition of Spending in Anticipation of Legislative Appropriation by Agencies of the State . . . . .	95
26. Establishment and Reestablishment of Agency Working Capital Funds and Quarterly Reports Required . . . . .	96
27. Cancels Policy and Procedure Memorandum No. 5 entitled "Electronic, Scientific, and Data Processing Equipment" . . . . .	96
28. Electronic, Scientific, and Data Processing Equipment . . . . .	96
29. Quarterly Payroll Report Must Accompany Quarterly Allotment Requests . . . . .	97
30. Superseded by Policy and Procedure Memorandum No. 43 . . . . .	97
31. Superseded by Policy and Procedure Memorandum No. 37 . . . . .	97
32. Superseded by Policy and Procedure Memorandum No. 34 . . . . .	97
33. Request for New or Substitute Positions . . . . .	97
34. Cash Position Report . . . . .	99
35. Monthly Personnel Status Report . . . . .	99
36. Investment of State Funds . . . . .	100
37. Reporting of Professional Services of Unclassified Employees . . . . .	101
38. State Unclassified Personnel Classification Codes . . . . .	104
39. Mandatory Retirement for Members of the Louisiana State Employees Retirement System . . . . .	109
40. State Employees Group Insurance Program . . . . .	110
41. Affidavit Attesting that Public Contract Was Not Secured Through Employment or Payment of Solicitor . . . . .	112
42. Report of Income Not Available and Unencumbered Balances . . . . .	114
43. Equipment Purchase Approval . . . . .	114
44. Prior Year Account Report . . . . .	114
45. Revised Purchasing Documents . . . . .	117
46. Identification of Publicly Owned Motor Vehicles . . . . .	119
47. License Plates on Publicly Owned Vehicles . . . . .	120

48. Printing Procedures . . . . .	122
49. General Travel Regulations . . . . .	123
49. General Travel Regulations (Addendum) . . . . .	129
49. General Travel Regulations (Addendum) . . . . .	130
50. Purchase of Contractual Services . . . . .	130
51. Delegation of Authority to Purchase Contractual Services . . . . .	131
52. Changes in Approved Budget . . . . .	132
53. Replacement of Glass and General Physical Repairs to State-Owned Vehicles which are carried on the Automobile Physical Damage Self-Insurance Plan . . . . .	132
54. Fair Labor Standards Amendments of 1974 . . . . .	133
55. State Rental Leases, Etc. (Public Notice and Affidavits) . . . . .	134
56. Traffic Violations, State Office Building Parking Lots . . . . .	138
57. Louisiana Bicentennial Commission . . . . .	138
58. Establishment of Louisiana Information Processing Authority . . . . .	139

### III. RULES

Fire Marshal—Declaration of Emergency . . . . .	141
Civil Service Commission—Rules for the Election of a Classified State Employee to the Civil Service Commission (Adopted by Secretary of State) . . . . .	142
Family Services—Executive Bulletin No. 910 . . . . .	143
Fire Marshal—Promulgation of New Rules Which Became Effective on January 1, 1975 . . . . .	143
Louisiana Workmen's Compensation Second Injury Board—Rules of Practice and Procedure . . . . .	145
State Land Office—Rules for Granting Rights-of-Way . . . . .	147

### IV. NOTICES OF INTENT

Board of Regents . . . . .	148
Civil Service Commission . . . . .	149
Conservation, Department of . . . . .	149
Constitutional Convention Records Commission . . . . .	152
Education, Board of . . . . .	152
Fire Marshal . . . . .	152
Governor's Office of Consumer Protection . . . . .	153
Louisiana Higher Education Assistance Commission . . . . .	156
Milk Division, Louisiana Department of Agriculture . . . . .	157
Public Works, Department of . . . . .	160
Wildlife and Fisheries Commission . . . . .	161

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 desirable 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 Donald 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**

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

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**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):		
TOTAL:		
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**

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

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**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**

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

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**POLICY AND PROCEDURE  
MEMORANDUM NO. 31**

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

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**POLICY AND PROCEDURE  
MEMORANDUM NO. 32**

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

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**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

98

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**

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

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**POLICY AND PROCEDURE  
MEMORANDUM NO. 35**

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

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**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.

Professional services that are not listed on the EDP form will be added by submitting additional listing on the typed BF-7 form. This form may be duplicated as needed.

This memorandum supercedes PPM No. 31, dated October 25, 1968, and PPM No. 37 issued under date of August 10, 1971, and all other memoranda and manuals in conflict herewith.

Charles E. Roemer, II  
Commissioner

**Instructions For Reporting  
Professional Services:**

**I. General Information:**

The Division of Administration will mail quarterly to each agency, two (2) copies of a computer listing of persons or firms contracted by your agency in previous quarters. The agency will update the report for current quarter.

After updating, one copy of the form must be submitted to the Division of Administration no later than the 15th day of the month following the close of the quarter. Do not attach this report to your budget quarterly report.

Identification numbers of person or firms contracted must be reported in form as shown on specimen attached to PPM 37. Refer to Par. II 3 (e) and (f).

**II. Specific Information:**

1. Enter "Quarter Ending Date" and "Date of Report."
2. Under columns headed "Compensation Paid During Quarter," enter actual disbursements made during quarter from Federal and State funds. Enter a zero under each category if there are no payments made.
3. Corrections to list: All corrections referred to in following paragraphs are to be made on the computer listing sent to you. New professional services not listed on computer form must be submitted on form PR-7 (Rev. 7-71).

- (a) Firm or person ID number listed as 99-9999999 indicates that a number was not supplied by your agency.
- (b) Asterisks shown under columns "Contract Date" or "Estimated Completion Contract"

indicates that your agency did not submit this information.

- (c) Zeros are shown under column headed "Total Amt. Contract" if no information was submitted.
- (d) Contracts which are completed must be deleted by drawing a line through the "Name" and "Description of Services Rendered."
- (e) Social Security number of individual(s) will be shown in the following order:

Three digits, dash, two digits, dash, and remaining four digits; for example:  
999-99-9999

- (f) Firm Federal ID number will be shown in order as follows:

Two digits, dash, and then the remaining seven digits; for example:  
99-9999999

4. Negative reports must be submitted by agency if no services were contracted. Your agency will be listed as not reporting if a negative report is not submitted. This is an indication that you have not complied with the R.S. 39:10.1 sub-section (E) which states,

"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."

**Instructions**

Column 1 Record the name of the person, or firm name of the company employed, or contracted to perform the services.

Column 2 If the individual is not associated with a firm and/or is performing the services as an individual contractor record the individual's Social Security number. However, if the party to the contract is a firm, partnership, association, or corporation use the firm's Federal Identification Number.

Column 3 Indicate the numerical code listed below to describe the type of services for which you are contracting.



1. Attorneys, Bond Counsel, or other legal work or expenses
2. Architect
3. Public Relations
4. Management Consultants
5. Medical services, including nursing, medical specialists or medical technicians
6. Veterinary or veterinary type services
7. Engineering and engineering type services including drafting
8. Clerks of the Works
9. Instructors, professors or academic or vocational instructors
10. Accounting
11. Data Processing Rental Contracts
12. Data Processing Consultants
99. Other

Column 4 Record a brief description of the services performed.

Column 5 Record the date of the contract or agreement under which the work is being performed.

Column 6 Record the total amount of the contract or the estimated annual anticipated amount where the services contracted for are of an "as needed" basis and the amount is indefinite. In the case of services contracted for on a "retainer" basis include the annual amount anticipated.

Column 7 Record the amount paid during the quarter, excluding any amounts owed or not paid. Use column 7 (a) to record the amounts of Federal funds if any paid on this contract. Record the amount of State funds paid under this contract in column 7 (b).

Column 8 Record the date at which the contract is expected to be completed or terminated.

Column 9 If the individual or firm is on a retainer indicate the approximate monthly retainer paid.

NOTE: In columns 6, 7, and 9 requiring dollar amounts, record whole dollars only.

**POLICY AND PROCEDURE  
MEMORANDUM NO. 38**

**Subject: State Unclassified Personnel Classification Codes**

**Effective Date: November 15, 1969**

**Authorization: Act 38 of 1964**

It is the purpose of this memorandum to provide a standard classification code for all full-time and part-time personnel in the unclassified service.

Act 38 of 1964 requires the Division of Administration to maintain a listing of the names and certain information concerning all persons employed by or under the control of State agencies, boards, and commissions other than employees who are in the classified service. This includes elected State officials and their unclassified personnel.

The classification code does not specifically define the title or status of the unclassified employee, but rather for administrative convenience, groups germane titles under one broad functional classification.

Inasmuch as no specific pay plan exists in the unclassified service, it is not necessary to further break down functional classifications into status or grades. A director, whether the director of a major hospital or the director of a small service agency, serves in the capacity of a director and is so classified. The same will hold true for assistant director, executive secretary, etc. Exceptions of the above will be considered upon request.

New unclassified personnel must be classed under the job classifications provided on the listing.

If a proposed classification cannot be covered by the job classifications provided on the listing, a request for an additional classification must be approved by this office.

W. W. McDougall  
Commissioner

**State Unclassified Personnel  
Position Title Codes**

Title Code	Position Titles
002	Accountant
008	Actuary
010	Adjutant General
018	Adm Aid
012	Admin Asst
531	Admin Med Cons
015	Adm Official
023	Admin Service Official
026	Admin Technician

027	Administrator	204	Budget Officer
009	Adv Mgr Press	209	Bus Driver
034	Aid Officer	215	Cardiologist
036	Aid Tag	216	Carpenter
037	Air Op Train Off	217	Cashier
043	Amp Veh Mech	219	Cateress
044	Analyst	195	Chairman
046	Anesthesiologist	223	Chaplain
047	Anesthetist	224	Chemist
048	Architect	228	Chiroprapist
011	Asst Administrator	230	Clerk
071	Asst Aid Officer	238	Collector of Revenue
072	Asst Attorney General	246	Commissioner
073	Asst Auditor	245	Commissioner of Agriculture
085	Asst Commissioner	796	Commissioner of Insurance
087	Asst Comptroller	247	Compliance Officer
091	Asst Co-ordinator	248	Comptroller
090	Asst Counsel	253	Confidential Asst
092	Asst Counselor	258	Consultant
102	Asst Director	262	Co-ordinator
058	Asst Editor	281	Counsellor
125	Asst Exec Director	784	Counsellor's Aid
055	Asst Exec Secretary	284	Curator
135	Asst Instructor	497	Custodial Worker
507	Asst Leg Auditor	287	Custodian of Voting Mach
137	Asst Librarian	288	Cust of Notarial Records
075	Asst Manager	290	Data Surveyor
143	Asst Pathologist	303	Dentist
602	Asst Principal	289	Deputy Cust of Not Rec
511	Asst Psychologist	309	Dermatologist
146	Asst Radiologist	382	Director
151	Asst Secretary	397	Draftsman
149	Asst Sec to Board	398	Editor
150	Asst Sec to Sec of State	400	Egg Grader
152	Asst Secretary Treasurer	402	Electrician
155	Asst Security Officer	403	Electroinsep Tech
156	Asst State Fire Marshal	405	Employment Interviewer
157	Asst Superintendent	408	Engineer
124	Asst Supervisor	406	Engineers Aid
166	Asst to the Board	689	Entomologist
167	Asst to the Commissioner	409	Equip Operator
103	Asst to the Director	797	Evaluator
174	Asst to the Treasurer	415	Examiner
127	Asst Vice-President	769	Executive Asst
053	Associate Director	773	Exec Asst Supervisor
065	Associate Editor	417	Exec Counsel
066	Associate Manager	418	Exec Director
181	Attorney	416	Exec Secretary
795	Attorney General	419	Ex-officio Commis Member
183	Auditor	427	Field Representative
184	Automotive Mechanic	429	Financial Aid Officer
187	Barber	690	Fire Marshal
198	Bookkeeper	423	Foreman
193	Bookmobile Asst	703	Forester
194	Bookmobile Librarian	436	Gateman
		437	General Counsel

440	Governor of State	603	Principal Asst
441	Governor's Asst	617	Psychiatrist
432	Guage Reader	618	Psychologist
444	Guard	620	Public Aff Officer
446	Gynecologist	621	Public Relations
463	Health Survey Per	622	Purchasing Agent
465	Homemaker	623	Purchasing Clerk
469	Hosp Infections Control Off	624	Purchasing Officer
471	Hostess	625	Radiologist
481	Inspector	192	Receptionist
489	Instructor	629	Records Mgmt Asst
482	Instructor's Aid	628	Records Mgmt Officer
495	Inventory Control Off	630	Recreation Leader
496	Investigator	786	Register of St Land Office
500	Lab Assistant	631	Register of Voters
503	Land Surveyor	633	Registrar
505	Law Clerk	634	Relief Worker
506	Legis Auditor	520	Repairman
508	Liaison Officer	643	Research Asst
035	Library Aid	645	Research Geologist
510	Librarian	646	Reservationist
519	Lieutenant Governor	649	Resident Warden
512	Life Guard	651	Revenue Officer
212	Maid	652	Right-of-way- Agent
524	Maintenance Operations Off	654	Schools Officer
526	Manager	655	Scrub Technician
535	Member of Advisory Comm	657	Secretary
537	Member of Board or Comm	538	Sec to Board or Comm
536	Member of Council	656	Sec of Senate
539	Metal Worker	662	Secretary of State
547	Mimeograph Operator	658	Secretary Treasurer
550	Music Therapist	664	Security Officer
552	Neurologist	668	Social Worker
553	News Bureau Asst	669	Spec Asst Gov Health
554	Night Checker	670	Spec Asst to Admin
559	O & T Asst	672	Special Counsel
560	Office Asst	675	Specialist
562	Ophthalmologist	676	Specimen Collector
563	Orthopedist	679	Sports Writer
565	Otolaryngologist	702	State Comptroller
569	Pathologist	705	State Superintendent
570	PBX Operator	706	State Treasurer
571	Pediatrician	707	Statistician
572	Personnel Mgmt Off	798	Steno Clerk
577	Pharmacist	235	Stenographer
578	Photographer	710	Student
579	Phys Ed Aid	720	Superintendent
581	Physician	722	Supervisor
582	Physicist	733	Surgeon
587	Plumber Foreman	692	Tax Collector
588	Podiatrist	461	Technician
589	Polygraph Exp	740	Therapist
591	Porter	410	Trade Director
592	Poultry Grader	749	Treasurer
598	Pres of Bd or Comm	233	Typist
601	Principal	501	Utility Laborer

755	Veterinarian
756	Vice-Chairman
757	Vice President

**Higher Education Personnel  
Position Title Codes**

**Definitions and Instructions**

**General**

All nonclassified and/or unclassified personnel, regardless of title of position assigned at the institution, shall be reported under the appropriate title code shown on the attached code list.

All definitions herein exclude persons holding a classified Civil Service position.

Where no definition is given, if in doubt as to proper classification, please refer to the current edition of Dictionary of Occupational Titles, a publication of the U. S. Department of Labor, Bureau of Employment Security.

Persons having a "split" assignment shall be assigned the code representing the assignment in which the most time or effort is required. Example—The Registrar teaches a class requiring 12% of the total time or effort required to fulfill his obligation to the institution. Therefore, 88% is applicable to his duties as Registrar, and he would be coded 950.

**Professor**—One who holds the rank of professor and is 901 engaged in professional work related to the instructional, research, extension or public service functions of the institution.

**Associate Professor**—One who holds the rank of associ- 902 ate professor engaged in professional work related to the instructional, research, extension or public service function of the institution.

**Assistant Professor**—One who holds the rank of assistant 903 professor and is engaged in professional work related to the instructional, research, extension or public service function of the institution.

**Instructor**—One who holds the rank of instructor and is 904 engaged in professional work related to the instructional, research, extension or public service function of the institution.

**Teaching Professional**—A professional person, not hold- 905 ing faculty rank, employed for the purpose of

instructing students. This Category includes contract teachers (elementary or secondary teachers in a laboratory school or public school teachers employed to supervise practice teaching, etc.)

**Graduate Teaching Assistant**—A graduate student who in 906 addition to his course work is primarily engaged in teaching, and who has primary responsibility for one or more class sections (e.g., discussion classes or lower level courses). The category should not include graduate students who are graders or who perform related nonteaching functions.

**Nonteaching Professional**—A person whose duties re- 907 quire a broad understanding of the purpose and goals of the organization he serves or a body of knowledge upon which the organization depends, and whose qualification for his position normally requires a baccalaureate or higher degree. This category should include professional persons engaged in research or who provide support to faculty in pursuit of their research or teaching functions, such as research chemists, research physicists or similarly trained persons. It should also include those professional persons with a specific skill or knowledge and ability who are engaged in science, engineering and related areas. Professional employees assigned to a laboratory school should be included in this classification.

**Nonteaching Graduate Assistant**—A graduate student 908 who performs duties in support of an instructional, research or public service function, but who does not have the principal responsibility for one or more class sections. This category includes graduate students performing functions such as grading or reading, and graduate assistants engaged in research or who perform work, assisting faculty, which cannot be classified as routine clerical work.

**Technician**—An employee trained in a particular non- 909 clerical technical field which is directly related to the function of the institution. A technician's education may require either a baccalaureate degree or two years of specific training. This category includes X-ray technicians and other persons working in the medical center, as well as technicians working in support of teaching, research and related fields.

**Director of Academic Affairs**—Academic Vice President 910 or Dean of the institution.

**Academic Affairs Staff Administrator**—Academic deans, 911 assistant deans, department chairmen, and other

persons of similar title who have formal assignments of administrative responsibility.

**Director of Instructional or Research Division**—Director 912 of an organized instructional or research activity such as farm, creamery, nursery school, home management houses, Director of Research, Director of Agricultural Experiment Station, Director of Agricultural Extension Service, etc.

**Instructional or Research Division Staff Member**—913 Assistant Directors and Personnel who are members of the staff of instructional or research divisions described under Director of Instructional or Research Division above.

**President (Chancellor)**—The person who has been designated by the appropriate governing board as president of the LSU or Southern University System and any college or university, or as chancellor of an institution of higher education.

**Vice President**—A person designated as described under 921 President (Chancellor) above who acts for the chief executive in administration of the system or institution.

**Executive Staff Member**—Top management and administrative personnel who directly assist the chief executive and vice president(s) in administration of the system or institution, such as executive assistant(s), administrative assistant(s), etc.

**Executive Secretary**—Secretary to the governing board, 923 chief executive or top management administrators.

**Director of Business and Fiscal Affairs**—The person 924 responsible for administering the business and fiscal affairs of the system or institution, such as Vice President for Finance, Business Manager, etc.

**Business and Fiscal Affairs Staff Member**—Assistant to 925 Director of Business and Fiscal Affairs and other top management personnel under the direct supervision of the director of this function.

**Director of Institutional Research**—Person responsible 932 for collection of data and preparation of analytical studies needed for informed decision making related to planning and management of higher education programs and institutions, and reporting thereof.

**Institutional-Research Staff Member**—Assistant to Director 933 of Institutional Research and supporting staff members.

**Director of a Student Service Division**—Persons usually 950 having title of, but not limited to, Admissions Officer, Registrar, Dean of Student Services, Dean of Men, Dean of Women, Director of International Students, Director of Student Union, Director of Student Housing, etc.

**Student Service Division Staff Member**—Assistant to 951 Division Director and supporting staff members. Include House Mothers, Hostesses, Counselors, Head Residents, Asst. Head Residents, etc.

**Administrative Health Service Physician**—Physician who 952 directs medical staff (physicians, nurses, etc.) of student health service.

**Director of a General Institutional Division**—Such as, but 970 not limited to, Directors of Publications, Public Relations, Alumni Affairs, Foundation, Intra-Mural Sports, and Museum Curator, etc.

**General Institutional Division Staff Member**—Assistants 971 to the Division Directors and supporting staff members.

**Student Worker**—A student employee other than a 999 graduate teaching assistant or a nonteaching graduate assistant. Student workers usually include students working as office helpers, food service helpers, or custodial helpers.

**ACADEMIC  
Instruction, Research,  
Extension and Public Service**

Title Code	Position Title
901	Professor
902	Associate Professor
903	Assistant Professor
904	Instructor
905	Teaching Professional
906	Graduate Teaching Assistant
907	Nonteaching Professional
908	Nonteaching Graduate Assistant
909	Technician
910	Director of Academic Affairs
911	Academic Affairs Staff Administrator
912	Director of Instructional or Research Division
913	Instructional or Research Division Staff Member

**NON ACADEMIC**

Title Code	Position Title
920	President (Chancellor)
921	Vice President
922	Executive Staff Member
923	Executive Secretary

**General Administration**

Title Code	Position Title
924	Director of Business and Fiscal Affairs
925	Business and Fiscal Affairs Staff Member
926	Auditor
927	Assistant(s) to Auditor
928	Comptroller
929	Assistant to Comptroller
930	Purchasing Agent
931	Assistant(s) to Purchasing Agent
932	Director of Institutional Research
933	Institutional Research Staff Member
934	Director of Data Processing
935	Data Processing Staff Member
936	Director of Information Services
937	Information Services Staff Member
938	Director of Personnel
939	Personnel Division Staff Member

**Student Services**

Title Code	Position Title
950	Director of Student Service Division
951	Student Service Division Staff Member
952	Administrative Health Service Physician
953	Health Service Physician

**Libraries**

Title Code	Position Title
960	Head Librarian
961	Assistant to Head Librarian
962	Librarian
963	Librarian Assistant
964	Archivist

**General Institutional**

Title Code	Position Title
970	Director of a General Institutional Division
971	General Institutional Division Staff Member

**Plant Operation and Maintenance**

Title Code	Position Title
980	Institution Architect
981	Institution Engineer
982	Superintendent of Plant
983	Assistant to Superintendent of Plant
984	Operating Engineer
985	Landscape Architect
986	Chief of Campus Security
987	Storekeeper

**Intercollegiate Athletics**

Title Code	Position Title
990	Athletic Director
991	Assistant to Athletic Director
992	Head Coach
993	Assistant to Head Coach
994	Coach
995	Athletics Business Manager
996	Assistant to Athletics Business Manager
997	Athletics Publicity Director
998	Assistant to Athletics Publicity Director

**Other**

Title Code	Position Title
999	Student Worker

**POLICY AND PROCEDURE  
MEMORANDUM NO. 39**

**Subject: Mandatory Retirement for Members of the Louisiana State Employees' Retirement System**

**Effective Date: August 1, 1970**

**Authorization: R.S. 42:585**

R.S. 42:585 provides that effective August 1, 1970, unless extensions are granted, all members of the Louisiana State Employees' Retirement System with 15 years or more of service shall be retired upon reaching 65 years of age and employees with less than 15 years of service shall be retired upon attaining 15 years of service or reaching age 70, whichever occurs first. In either case, extensions of employment may be made on a year-by-year basis, by the Board of Trustees of the Retirement System, with the approval of the Commissioner of Administration; however, such extension shall not extend employment beyond age 70.

The appointing authority of each State agency shall be responsible for the full implementation of mandatory retirement as provided by R.S. 42:585 for all employees within his agency. This responsibility shall include but not be limited to the following:

1. The determination of each employee within the agency who will be affected by mandatory retirement. The Retirement System will send each agency a list affected members which the appointing authority may use as a reference.
2. The notification and counsel of each affected employee at least six months prior to the effective date of his retirement. Employees who will be affected on August 1, 1970 should be notified and counselled by February 1, 1970.
3. The submission of a certified Request for Extension of Employment at least 90 days prior to the effective date of retirement for each employee age 65 with 15 or more years of service that said authority desires a one-year extension of employment. The attached Request for Extension of Employment form should be filled out in triplicate by the member and the appointing authority and forwarded to the Board of Trustees.

The appointing authority shall be responsible for advising the member of the decisions of the Board of Trustees and the Commissioner of Administration. The Board of Trustees and the Commissioner of Administration may accept a delayed Request for Extension of Employment provided the member and appointing authority can prove that an error in records or other valid extenuating circumstances exist that caused the delay in submission of the request. Any application for Extension of Employment that is not approved and received by the appointing authority prior to the applicable member's effective

date of mandatory retirement shall be declared null and void.

4. The immediate termination of State employment of each member who comes under the provisions of R.S. 42:585 upon his date of eligibility unless extended.

The appointing authority of each agency shall be held responsible for all expenditures of State funds for salaries, insurance, retirement, etc., incurred in the employment of any member of the Louisiana State Employees' Retirement System who shall be employed in violation of mandatory retirement under the provisions of R.S. 42:585.

We are attaching an excerpt of R.S. 42:585 for your information and guidance.

W. W. McDougall  
Commissioner

#### Louisiana Revised Statutes 42:585

#### §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 first occurs. However, in any case in which the employer certifies that the continuance in service of a member who has attained the age of sixty-five years or over would be advantageous to the state service by reason of his expert knowledge and qualifications, and upon written application of the member and his employer, the board, with the approval of the Commissioner of Administration, may authorize the continuance in service of the member beyond such age for periods of one year, but not beyond the age of seventy years. Retirement in all cases shall be mandatory upon the attainment of age seventy. The provisions of this section, however, shall not be effective until August 1, 1970. Added by Acts 1968, No. 292, § 1.

#### POLICY AND PROCEDURE MEMORANDUM NO. 40

Subject: State Employees Group Insurance Program

State of Louisiana  
Office of the Governor  
Division of Administration

REQUEST FOR EXTENSION OF EMPLOYMENT  
(Beyond Retirement Age)

AGENCY NAME	DATE
-------------	------

(EMPLOYEE INFORMATION)		
NAME	DATE OF BIRTH	NUMBER
CLASSIFICATION OR JOB TITLE		CLASSIFIED UNCLASSIFIED
MONTHLY SALARY \$	MEDICAL REPORT ATTACHED YES _____ NO _____	DATE OF MED. REPORT

AGENCY CERTIFICATION: I certify that the continuance in service of \_\_\_\_\_ EMPLOYEE  
\_\_\_\_\_ would be advantageous to the public service by reason of his/her knowledge and  
qualifications, and do hereby request that an extension of one year beyond his/her retirement age be granted,  
or, until \_\_\_\_\_  
(LAST DAY OF ADDITIONAL PERIOD.)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
AGENCY HEAD  
DO NOT WRITE BELOW THIS LINE

Under the authority of Title 39 of the Revised Statutes of 1950 (as amended) this request is approved/  
disapproved for the following reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
COMMISSIONER OF ADMINISTRATION

INSTRUCTIONS

This form must be submitted at least 90 days prior to date of retirement. Send original and one copy to the Division of Administration. Retain one copy for Agency Files. The original will be returned to the Agency when executed.

Effective Date: April 17, 1970

Authorization: Executive Order No. 70 of March 3, 1969; R.S. 39:192; R.S. 42:821; et seq.

A contract has been made for a uniform group health and life insurance program for State employees to become effective July 1, 1970. This program will provide hospitalization, surgical, medical and life insurance coverage. The premiums for this insurance will be shared equally by the employer and employee concerned.

Dependent life insurance is also available under this insurance policy but the entire premium for dependent life insurance must be borne by the employee.

When this uniform insurance program becomes effective, employer funds are not to be expended for any other employee insurance program unless expressly authorized by the Commissioner of Administration but there will be no objection to payroll deductions for insurance programs where premiums are paid entirely by the employee, if mutually agreeable to the employer and the employee.

Enrollment in part or all of the uniform insurance program is optional with the employee. Between now and July 1, 1970, representatives of the insurer will contact you and your employees about enrollment. Steps have been taken to insure that in moving from any present insurance plan to the uniform insurance program there will be no period in which the employee does not have insurance protection.

W. W. McDougall  
Commissioner

**POLICY AND PROCEDURE  
MEMORANDUM NO. 41**

Subject: Affidavit Attesting That Public Contract Was Not Secured Through Employment or Payment of Solicitor

Effective Date: January 25, 1971

Authorization: Title 39, Section 4; Title 38, Section 2220

The purpose of this memorandum is to seek the compliance with R.S. 38:2220 which states as follows:

“Affidavit Attesting That Public Contract Was Not

**Secured Through Employment or Payment of Solicitor**

A. All architects, engineers, contractors, subcontractors, or any person, corporation, firm, association, or other organization receiving value for services rendered in connection with the construction of a public building or project shall execute an affidavit attesting:

(1) that affiant employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the affiant whose services in connection with the construction of the public building or project or in securing the public contract were in the regular course of their duties for affiant; and

(2) that no part of the contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction of the public building or project were in the regular course of their duties for affiant.

B. No public contract shall be granted to any person, corporation, firm, association, or other organization refusing to execute the affidavit required by Subsection A above.

Added by Acts 1965, No. 38, § 1.”

Any State agency, board, or commission (budget and non-budget units) contemplating the employment of any architect, engineer or contractor should so advise them of the necessity of compliance with R.S. 38:2220 at the time of submitting specifications or programs for the buildings or facilities sought to be constructed, renovated, remodeled, etc.

In order to comply with the provisions of this Act, the attached affidavit specified by R.S. 38:2220 should be attached to and become an integral part of the document or contract and be submitted to the Division of Administration with the contract for approval.

W. W. McDougall  
Commissioner

**ADDENDUM TO: FISCAL POLICY  
AND PROCEDURE MEMORANDUM NO. 41**

Subject: Revision to: Affidavit Attesting That Public

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

AFFIDAVIT ATTESTING THAT PUBLIC CONTRACT  
WAS NOT, NOR WILL NOT BE SECURED  
THROUGH EMPLOYMENT OR PAYMENT OF SOLICITOR

KNOW ALL MEN BY THESE PRESENTS, that a public contract is contemplated between \_\_\_\_\_ and \_\_\_\_\_, represented by \_\_\_\_\_, who attests that he is empowered and authorized to execute said documents.

FURTHER, \_\_\_\_\_, who being duly sworn, does depose and attest that:

(1) Affiant employed no architects, engineers, contractors, sub-contractors, or any person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the affiant whose services in connection with the construction, renovation, or other repairs to any public building or project or in securing the public contract were in the regular course of their duties for affiant; and

(2) No part of the contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction of the public building or project were in the regular course of their duties for affiant, as outlined in R.S. Title 39, Section 4; R.S. Title 38, Section 2220.

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_, who being duly sworn, deposes and states that the above is true and correct in all respects recited.

SWORN TO AND SUBSCRIBED before me, this \_\_\_\_ day of \_\_\_\_\_, 19\_\_.

**Contract Was Not Secured Through Employment or Payment of Solicitor**

**Effective Date: May 25, 1971**

**Authorization: Title 39, Section 4; Title 38, Section 2220**

The purpose of this addendum is to provide a revised affidavit form No. DA-101 for use in complying with the provisions of Fiscal Policy and Procedure Memorandum No. 41, issued under date of January 22, 1971.

You are requested to use the revised form in submitting affidavits covering subsequent contracts.

H. Benny Turcan  
Assistant Commissioner

**POLICY AND PROCEDURE  
MEMORANDUM NO. 42 (REVISED)**

**Subject: Income Not Available and Unencumbered Balances**

**Effective Date: July 1, 1973**

**Authorization: R.S. 39:91**

The purpose of this Memorandum is to provide for a uniform system of reporting and transmitting income not available, unencumbered balances and all other revenues transmitted to the Comptroller's Office through the use of Revenue Collection/Transmittal Report Form AO-8 (5-71).

This memorandum is revised to require all agencies to code revenues according to the new Uniform State Accounting Codes. Enclosed is a copy Form AO-8, giving examples of revenues and appropriate code numbers, along with instructions.

When this report is completed, the original and duplicate should be mailed directly to the State Comptroller's office.

Supplies of these forms are available from the Division of Administration, Accounting Office.

Charles E. Roemer, II  
Commissioner

**POLICY AND PROCEDURE  
MEMORANDUM NO. 43 (REVISED)**

**Subject: Equipment Purchase Approval (BA-22 Revised 6-73)**

**Effective Date: July 1, 1973**

**Authorization: Title 39 of the 1950 Revised Statutes**

**Instructions: This memorandum supersedes the Commissioner's Policy and Procedure Memorandum No. 43 effective October 1, 1971, and all memoranda and manuals in conflict herewith.**

It is the purpose of this memorandum to provide for Form BA-22 (Revised) to be used in all acquisitions of machinery and equipment allotted under Capital Outlays—Acquisitions. This form must accompany each requisition, affecting this allotment, submitted to the State Purchasing Section. After processing by the Purchasing Section, it must then be approved by the Commissioner of Administration.

The State Purchasing Officer is hereby directed to return, without action, any purchase requisition received without a properly executed BA-22 (Revised) attached.

Form BA-22 (Revised) is designed so that the agency can indicate by a check (✓) mark whether the purchase is a scheduled item or a substitution for a scheduled item. It will further show by a check (✓) and Property Tag No. the equipment to be replaced. This equipment is to be turned in immediately to the Division of Administration Purchasing and Property Control Section upon receipt of the new equipment.

The Machinery and Equipment Balance Section of Form BA-22 (Revised) should indicate Allotment Balance as of the last purchase requisition submitted.

Agencies may reproduce attached Form BA-22 (Revised) as need dictates.

Charles E. Roemer, II  
Commissioner

**POLICY AND PROCEDURE  
MEMORANDUM NO. 44**

**Subject: Prior Year Account Report (Form AO-9)**

**Effective Date: November 12, 1971**



STATE OF LOUISIANA  
 DIVISION OF ADMINISTRATION  
 ACCOUNTING OFFICE  
 REVENUE COLLECTION/TRANSMITTAL REPORT

AGENCY	AGENCY NO.	DATE SUBMITTED
ADDRESS: STREET AND NUMBER		PERIOD
CITY, PARISH, STATE AND ZIP CODE		REPORT NO. PAGE

AO 8 R 5/71

AGENCY NUMBER	FUND NUMBER	TYPE	REVENUE	CODE	AMOUNT	COLLECTED YEAR TO DATE	REMITTED YEAR TO DATE	ESTIMATED
115								

CHECK NUMBER	DATE	AMOUNT	TOTALS →
		\$	Certified by: _____ Date: _____

COMPTROLLER'S USE	ORDER NUMBER	FUND	ACCOUNT	AMOUNT	ORDER NUMBER	FUND	ACCOUNT	AMOUNT

Mail Original and Duplicate to: Comptroller's Office, P.O. Box 44274, Baton Rouge, La. 70804

COMPTROLLER'S COPY

STATE OF LOUISIANA  
DIVISION OF ADMINISTRATION  
REQUEST FOR CAPITAL OUTLAYS - ACQUISITIONS

Name of Agency \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

COMMISSIONER OF ADMINISTRATION  
DIVISION OF ADMINISTRATION  
CAPITOL BUILDING  
BATON ROUGE, LOUISIANA

Re: Machinery & Equipment  
Fiscal Year \_\_\_\_\_

Dear Sir:

Attached hereto is our Requisition No. \_\_\_\_\_ dated \_\_\_\_\_  
in the amount of \$ \_\_\_\_\_ approximate, for the purchase of: \_\_\_\_\_

This machinery and equipment is listed on the Machinery and Equip-  
ment Schedule of the Executive Budget, Page \_\_\_\_\_, Item No.  
\_\_\_\_\_.

Request that this piece of machinery and equipment be substituted for  
the above scheduled item.

This machinery and equipment replaces the item identified by Property  
Tag No. \_\_\_\_\_ which will be turned in immediately to the  
Division of Administration Purchasing and Property Control Section  
upon receipt of new equipment. (Act 115 of the 1964 Regular Session)

Budgeted for Machinery  
and Equipment \$ \_\_\_\_\_

Amount previously spent  
or obligated \_\_\_\_\_

Balance \$ \_\_\_\_\_  
For the Director

By: \_\_\_\_\_  
Accounting Section - Fiscal Division

**Authorization: R.S. 39:92**

The purpose of this memorandum is to provide for a Prior Year Account Report Form AO-9 and a current uniform system of reporting the transactions of the Prior Year Account.

The filing date of the Prior Year Account Report is changed to a new reporting date of October 20th following the close of the fiscal year. This filing date will conform more closely with the Prior Year required closing date of September 30th.

You are requested to furnish the Legislative Auditor with a copy of this report.

Attached are instructions in submitting the Prior Year Account Report (Form AO-9).

H. "Benny" Turcan  
Assistant Commissioner

**Instructions for Preparation  
of  
Prior Year Account Report (Form AO-9)**

Form AO-9 is to be used to show the final disposition of your Assets and Liabilities of the current year just ended. Hence, the name "Prior Year Account Report."

**Cash & Receipts**

From your AO-1 Current Year Report, page 2, you will start with Item III which is your cash balance as of June 30, 1971 which automatically becomes the amount of Item 1 on the AO-9.

**Item 2**—Accounts Receivable is Item IV of the AO-1.

**Item 2A**—State Appropriation is the amount actually drawn from the State Treasury after the close of business June 30th.

**Item 2B**—Board of Liquidation—drawn only.

**Item 2C**—Accounts Receivable—from your AO-1 (IV A & B).

**Item 2D**—Adjustment—show increase if you received more monies than anticipated. Show decrease if you failed to collect the full anticipated amount and if it is "Non Collectable."

**Item 2E**—Any portion of 2C that remains to be collected. Itemize and explain in detail.

**Item 3**—Total Accounts Receivable collected.

**Item 4**—Total Cash and Receipts (1 + 3).

**Disbursements**

Refer to AO-1, page 2—Item VI of your Current Year Report

**Item 5**—Should be the total of Item VI A (Accounts Payable of your current year AO-1).

**Item 6**—Adjustments—Should reflect the net increase or decrease of Item 5 transactions.

**Item 7**—Payables remaining—This should reflect only unpaid items remaining in Item 5 — (Itemize, giving dates, amounts and purchase order number).

**Item 8**—Total Payables Disbursed.

**Item 9**—Other Disbursements:

- A. Surplus remitted to Treasurer (furnish check numbers, dates and amounts).
- B. Surplus—Federal Government.
- C. Income not available remitted to Treasurer (furnish check numbers, dates and amounts).
- D. Miscellaneous (Explain). Account for payroll deductions in this space.

**Item 10**—Total Disbursements (Item 8 + 9).

**Item 11**—Cash Balance (Item 4 minus Item 10).

**Item 13**—Surplus due Treasurer—This amount, if a balance remains, should be shown on the report and a check issued immediately payable to State Treasurer and accompanied by the Revenue Collection/Transmittal Report Form AO-8.

**POLICY AND PROCEDURE  
MEMORANDUM NO. 45**

**Subject: Revised Purchasing Documents**

**Effective Date: July 1, 1972**

**Authorization: Title 39 of the 1950 Revised Statutes**

STATE OF LOUISIANA  
 DIVISION OF ADMINISTRATION  
 STATE ACCOUNTING OFFICE  
 P. O. Box 44095  
 Baton Rouge, Louisiana 70804

PRIOR YEAR ACCOUNT REPORT  
 FISCAL YEAR 19\_\_ - 19\_\_

Name of Department \_\_\_\_\_

	Budget Unit	Schedule Number
1. Beginning Cash (Item III, AO-1) . . . . .		\$ _____
2. Add: Accounts Receivable: (Attach Detailed Schedule)		
	State	Federal
	<u>Appropriation</u>	<u>Appropriation</u>
		Other
		<u>Receivables</u>
A. Established at June 30 (Item IV, AO-1) . . . . .	\$ _____	\$ _____
B. Adjustments (Increase (+) or Decrease (->) Explain) . . . . .	_____	_____
C. Adjusted Accounts Receivable (2-A plus or minus 2-B) . . . . .	_____	_____
D. Less Amounts to be Collected _____	_____	_____
Total Accounts Receivable Collected (Item 2-C minus 2-D) _____	_____	\$ _____
3. Total Cash Available . . . . .		\$ _____
4. Accounts Payable (Attach Detailed Schedule):		
A. Established at June 30, (Item VI-A, AO-1) . \$ _____		
B. Adjustments (Increase (+) or decrease (->) Explain) . . . . .	_____	_____
C. Adjusted Accounts Payable . . . . .	_____	_____
D. Less: Amounts to be Paid . . . . .	_____	_____
Total Accounts Payable Paid (Item 4-C minus Item 4-D) . . . . .	_____	\$ _____
5. Other Disbursements		
A. Payroll Deductions . . . . .	\$ _____	
B. Income Not Available Remitted to Treasurer _____		
C. Surplus Remitted to Treasurer . . . . .	_____	
D. Surplus Remitted to Federal Government . . . . .	_____	
E. Miscellaneous (Explain Below) _____ _____	_____	
Total Other Disbursements (Items 5-A through 5-E) . . . . .	\$ _____	
6. Total Disbursements (Items 4 + 5) . . . . .		\$ _____
7. Cash Balance (Item 3 minus Item 6) . . . . .		\$ _____
Add: Item 2-D . . . . .		\$ _____
Deduct: Item 4-D . . . . .		\$ _____
8. Balance		
Less: A. Reserve for Federal Funds . . . . .	\$ _____	
B. Reserve for Future Operations . . . . .	_____	
C. Reserve for Other Funds . . . . .	_____	\$ _____
9. Surplus Due State Treasurer ( _____ Fund) . . . . .		\$ _____

It is the purpose of this memorandum to lay the initial groundwork for proper allocation of costs by function. In order to perform this task, which will become mandatory by July 1, 1972, it has been necessary to revise certain purchasing documents. This change only refers to the coding data on the bottom of the forms and is to be used for fiscal management and analysis. Therefore, all documents not containing this information will be returned to the sender without action.

The revised coding schedule provides space for the following information:

1. Means of Financing

A. Fund—Denotes nature of fund (Federal, State, Self-Generated, Local, and Revolving Funds). Specify name where designated.

2. Agency Code

This is the twelve digit code currently utilized for personnel position control and identifies the Department, Division, Section, and Unit. The first four digits are the Budget Unit designation as contained in the Appropriations Bill and the last eight digits designated the functional breakdown and serve as cost centers. The Agency Code must contain twelve digits even though as many as the last eight may be all zeroes.

3. Expenditure Code

Division of Administration expenditure code by character and object.

4. Encumbered

Estimated cost of purchase based upon best available source.

The revised purchasing documents referred to in this memorandum supersede all such forms now in use. The new forms with revision dates are as follows:

- Form DA 101 (unlined) (Rev. 11/71) Purchase Requisition
- Form DA 101-A (lined) (Rev. 11/71) Purchase Requisition
- Form DA 105 (Rev. 1/72) Agency Purchase Order
- Form DA 105-A (Rev. 9/71) Division of Administration Purchase Order
- Form DA 105-B (Rev. 8/71) Division of Administration Purchase Release Order

Form DA 106 (Rev. 11/71) Division of Administration Purchase Order Change Order

Form DA 106-A (to be revised) Agency Purchase Order Change Order

Form DA 107 (Rev. 9/71) Partial Delivery Receiving Report

All agencies are encouraged to begin using the new forms as soon as possible so as to establish a coding routine without having to resort to a crash program at the end of the third quarter, March 31, 1972, when use of the revised forms becomes obligatory.

With the revised cost distribution schedule, all agencies are advised to begin planning to expand their present cost allocation so as to encompass the full functional breakdown as reflected by the Agency Code and the personnel position control. This should prove relatively simple for those agencies having the advantage of electronic or mechanical posting machines. Small agencies can obtain the same result by posting to a subsidiary ledger or special insert pages in the cash journal.

A full distribution of costs by functional components will become mandatory with the beginning of the Fiscal Year, July 1, 1972.

Those agencies requiring special assistance in setting up a cost distribution system can receive assistance by contacting the office of the State Director of Accounting. Any questions concerning the proper use of the various purchase documents listed above will be directed to the office of the State Director of Purchasing.

H. Benny Turcan  
Assistant Commissioner

**POLICY AND PROCEDURE  
MEMORANDUM NO. 46**

**Subject: Identification of Publicly Owned Motor Vehicles.**

**Effective Date: July 26, 1972—12 O'Clock Noon.**

**Authorization: Title 49, Section 121 (A) (E) as Amended by Act No. 707 of 1972.**

The purpose of this memorandum is to advise all State agencies, boards, commissions, and political subdivisions of the State of Louisiana of the provisions of Act No. 707 of 1972, requiring identification of publicly owned motor vehicles and boats.

“Section 1. Subsections A and E of Section 121 of Title 49 of the Louisiana Revised Statutes of 1950 are hereby amended and reenacted to read as follows:

§ 121. Name of board, department or subdivisions; marking on boat or vehicle; Louisiana public license plates; exemptions

A. Every boat, watercraft, aircraft, automobile, truck or other vehicle belonging to the State or to any of its political subdivisions, or to any department, board, commission or agency of any of its political subdivisions shall, if required by law, to bear a Louisiana license plate, bear a public license plate, and each such vehicle also shall have inscribed, painted, decaled, or stenciled conspicuously thereon, either with letters not less than two inches in height and not less than one-quarter inch in width or with an insignia containing not less than one hundred forty-four square inches, or if circular, not less than eight inches in diameter, the name of the board, commission, department, agency or subdivision of the State to which the boat, watercraft, aircraft, automobile, truck or other vehicle belongs, such as “Louisiana Department of Highways”, or “Louisiana Conservation Commission”, or “School Board—East Baton Rouge”, or “Sheriff—East Baton Rouge”, or “City of Baton Rouge”; provided, however, that recognized and approved abbreviations such as “La.”, “Dept.”, “Comm.”, “Bd.”, and the like, may be used.

E. Those automobiles used in crime prevention and detection and similar investigative work, if identified as required by this Section, could not be used effectively for such purposes, are exempt from the provisions of this Part, and in addition, the automobiles used by the governor, lieutenant governor, and statewide elected officials are exempt from the provisions of this Part.”

State agencies, boards, commissions, etc., may secure such identification from the Agri-Business Division of the Louisiana State Penitentiary by addressing the request to Mr. H. M. Lea, Agri-Business Division, Louisiana State Penitentiary, P. O. Box 201, Angola, Louisiana 70712. The identifying decals will be made available at nominal costs.

Charles E. Roemer, II  
Commissioner of Administration

POLICY AND PROCEDURE  
MEMORANDUM NO. 47

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*(Editor's Note: Form VEH5 referred to in this Policy and Procedure Memorandum is currently being revised.)*

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**Subject: License Plates on Publicly Owned Vehicles**

**Effective Date: July 26, 1972—12 O'Clock Noon.**

**Authorization: Title 49, Section 121 (A) (E) as amended by Act No. 707 of 1972.**

The purpose of this memorandum is to advise all State agencies, boards, commissions, and political subdivisions of the State of Louisiana of the requirements of R.S. 49:121 as amended by Act 707 of 1972 that all publicly owned vehicles except those specifically enumerated in Subsection E of Section 121 must bear “a public license plate”.

All State agencies, boards, commissions and political subdivisions of the State of Louisiana having automobiles heretofore exempt from the requirement of maintaining public license plates on publicly owned vehicles are requested to have the private plates removed from these vehicles and return said plates to the Motor Vehicle Division along with the following properly executed documents:

- (1) VEH-5 This form should be completed, listing the pertinent data requested, as well as checking the appropriate block on this form. Note: It is necessary that this form be notarized.
- (2) VEH-7 In completing this form, care should be taken to list the correct number of the tag being returned and the date such existing private plates are being returned. Please type the following statement “Converting from Free Private Plate to Free Public Plate” on the space immediately below the line requesting the number of the tag returned. Note: This form must be notarized.
- (3) Registration Certificate (Pink Slip) Your copy of the current registration certificate (Pink Slip) must accompany the forms VEH-5 and VEH-7 as well as the license plate.

For an adequate supply of the appropriate forms needed, please address your inquiry to: Motor Vehicle

DEPARTMENT OF PUBLIC SAFETY, MOTOR VEHICLE DIVISION, BATON ROUGE, LA. 70806  
**APPLICATION FOR CONVERT REGISTRATION**

PLEASE TYPE OR PRINT IN BLACK INK

VIN <small>Serial No. (1957 &amp; Later Models)</small>	Title Number	19	License Number
Motor No. (Prior to 1957 Models)		<b>DO NOT WRITE IN ABOVE BLOCKS</b>	
Name			Sales Tax Paid
Address			<b>7</b>
City, Parish and State			Zip Code
Make	Model	Body Style	Year
Driver's License Number		Social Security Number	Serial Number
Color of Vehicle		Odometer Reading	
<b>VEHICLE IS SUBJECT TO CHATTEL MORTGAGE AS FOLLOWS:</b>			
1st	Date		
Address	Amt.		
2nd	Date		
Address	Amt.		
The Above Acquired <input type="checkbox"/> New, <input type="checkbox"/> Used: Date			19
OWNER'S SIGNATURE			PREVIOUS TITLE
			No.
			State

Any false answer given makes Applicant guilty of a criminal offense subject to a fine not to exceed \$5,000.00 or imprisonment not to exceed 4 years or both

I (We) hereby make application for registration of the vehicle described herein due to having converted the said vehicle as follows:

Converting truck or trailer from \_\_\_\_\_ lbs. to \_\_\_\_\_ lbs.

From passenger to truck \_\_\_\_\_ From truck to passenger \_\_\_\_\_

From passenger to for-hire \_\_\_\_\_ From for-hire to passenger \_\_\_\_\_

Tag returned \_\_\_\_\_ Date \_\_\_\_\_ 19 \_\_\_\_\_

Violation ticket no. \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

\_\_\_\_\_  
Deputy or Notary Public

DO NOT USE THIS SPACE

FEE RECEIVED:

Original License Registration Fee .....\$ \_\_\_\_\_

Credit ..... \_\_\_\_\_

Bal. ....\$ \_\_\_\_\_

DEPARTMENT OF PUBLIC SAFETY  
 BATON ROUGE, LOUISIANA 70806  
 MOTOR VEHICLE DIVISION

Date \_\_\_\_\_

\_\_\_\_\_  
Deputy \_\_\_\_\_ 19 \_\_\_\_\_ License No. \_\_\_\_\_

DPS 1615

Form VEH-7 (R 12/72)

Division, P. O. Box 66196, Central City Station, Baton Rouge, La. 70806.

These requests will be expedited by the Motor Vehicle Division and a letter will be issued by the Motor Vehicle Division to the State Police advising them that the license plates of State vehicles are in the process of being converted. **Note:** Before mailing in the plates and forms, you are requested to make a photo copy of the registration certificate (pink slip) for identification purposes in the event any law enforcement officer questions the absence of license plates.

A specimen copy of completed forms VEH-5 and VEH-7 are attached for your use. Any inquiries regarding the preparation of these forms should be directed to Mr. Louis Boudreaux, Director of the Motor Vehicle Division, at the address listed above.

Charles E. Roemer, II  
Commissioner of Administration

**POLICY AND PROCEDURE  
MEMORANDUM NO. 48**

**Subject: Printing Procedures**

**Effective Date: September 21, 1972**

**Authorization: Act 94—1964 Regular Session of the  
Legislature (R.S. 43:1)**

All administrative boards, commissions, departments, agencies, institutions, and offices within the Executive Branch of State Government shall purchase all requirements of printing and engraving through the Division of Administration, Printing Section.

**Exceptions:** Louisiana Department of Highways;  
Louisiana State University & A & M College;  
and State Port Authorities

All requisitions for printing, engraving, and binding shall be submitted directly by the agency to the Division of Administration, Purchasing and Property Control Section, Printing Office, and shall not be handled by the agency through the printing vendors or their representatives, including all Form Management Requisitions and Stock Level Inquiry.

**Requisitions:** All items of printing, binding or engraving shall be requisitioned on a Purchase Requisition (Form DA 101 or DA 101A, Revised 11/71) and only one (1) item of printing shall be requisitioned on

each DA 101. The requisition must be accompanied by either a sample of the item requested (if a reprint) or a clean layout with complete instructions for the printer to follow. In requesting book and publication work, complete manuscript copy shall be submitted including cuts, illustrations, etc., with detailed instructions as to trimmed page size or publication, size of illustrations, type and color of cover stock, and all other information necessary to correctly interpret the requirements.

When preparing a requisition for any printing or engraving, the quantity, size, title of job, and complete description of the printing job must be furnished.

Any and all requisitions received by the Printing Office not meeting the above requirements shall be returned to the agency submitting such requisition prior to entering the job requested.

**Classes of Printing:** The State printing contracts cover nineteen classes of printing, binding, and engraving. The Purchasing and Property Control Section, Printing Office, reserves the right to assign each request for printing to the proper contractor, to the Division of Administration Administrative Services Section, or any other State printing section, or to award to a commercial printer as a result of competitive bids taken by the Printing Office.

In all printing contracts, the right shall be reserved for all State boards, commissions, departments, institutions, and offices to do and perform printing, mimeographing, copying, and similar work for which they have existing facilities.

**R.S. 43:1B (3) Delegation of Authority:** The Commissioner of Administration may delegate the purchase of printing to any instrumentality whenever the best interests of the State will be served; however, the delegation of this authority does not preclude the procurement of these items through the Purchasing Department when the Commissioner deems it more desirable or practical to do so.

Authority is delegated to all agencies covered by this Act to purchase the following items without prior approval, and invoices resulting from such purchases will not require approval by the Printing Office.

1. Prepublished items specifically limited to:
  - a. Technical or scientific books.
  - b. Pamphlets, reports, maps and charts.
  - c. Tax and tariff schedules.
  - d. Subscriptions to newspapers, magazines, and periodicals.
2. Art work and similar professional services.

3. College yearbooks and student newspapers.
4. Athletic, cultural or entertainment programs, posters, and tickets.

Where unusual problems are encountered, and an agency considers additional delegated authority necessary, an application for this authority may be submitted to the Commissioner of Administration. Such application must be in writing and must present detailed information in support of the request.

All purchases, whether made by the Division or by the agency under the delegated authority provision, shall be made in compliance with R.S. 43:1-30.

**Information:** All requests for information shall be directed to Division of Administration, Purchasing and Property Control Section, Printing Office, 8th Floor, State Office Building, 150 Riverside Mall, Baton Rouge, Louisiana. Questions regarding specifications, deliveries, and other matters pertaining to printing jobs shall be submitted directly by the agency to the Printing Office and shall not be handled by the agency through representatives or vendors. The facilities of the Printing Office are available to any agency and all requests will be handled promptly.

Charles E. Roemer, II  
Commissioner of Administration

**POLICY AND PROCEDURE  
MEMORANDUM NO. 48 (Addendum)**

**Subject: Printing Procedures**

**Effective Date: September 21, 1972**

**Authorization: Act 94-1964 Regular Session of the  
Legislature (R.S. 43:1)**

This addendum is meant to supplement Policy and Procedure Memorandum No. 48 released September 21, 1972. Specifically, it is to clarify the policy on forms management.

1. State agencies will continue to use the TJM Warehouse Requisition (TJM Form No. 528 (R 3/70)).
2. These Warehouse Requisitions will be sent directly to TJM.
3. Forms will be shipped directly to the agency involved.
4. TJM will invoice specific agencies on a monthly

basis, attaching signed copies of Warehouse Requisitions.

5. Agencies will process invoices using State Requisitions as in the past.
6. TJM representatives will continue to work directly with State agencies relative to their printing needs.
7. At the initiation of a new form, the State agency will process a requisition through the Division of Administration to TJM.
8. Low Stock Notices on stock forms will be sent by TJM directly to the State agency involved.
9. The State agency will process the Low Stock Notice through the Division of Administration to TJM. The Low Stock Notice will be initialed and time-stamped by the Division of Administration and forwarded to TJM.

To summarize, our procedures will remain identical to those presently being followed with the single exception of processing Low Stock Notices through the Division of Administration.

Charles E. Roemer, II  
Commissioner of Administration

**POLICY AND PROCEDURE  
MEMORANDUM NO. 49**

**Subject: Travel Regulations**

**Effective Date: November 1, 1972**

Pursuant to the authority extended by Louisiana Revised Statutes 39:231, the following travel regulations have been established by the Commissioner of Administration. The regulations and allowances contained here-in pertain to the travel of State officers and employees on official State business, the expenses incurred thereon and the maximum claims for reimbursement that will be allowed. These regulations apply to all State agencies, boards, and commissions created by the Legislature or Executive Order and operating from funds appropriated, dedicated, self-sustaining and/or federal funds.

**Legal Basis—L.R.S. 39:231**

“The Commissioner, with the approval of the Governor, shall prescribe rules defining the conditions under which each of various forms of