



PERMANENT MEMORANDUM 60 APPROVALS AND EXECUTION OF CONTRACTS

POLICY DIGEST

Monitoring Unit: Office of Finance & Administration

Initially Issued: February 5, 1991

Last Revised: July 25, 2023

I. PURPOSE

The purpose of this policy is to define “significant” as related to contracts and procurements. This policy does not apply intellectual property agreements (See Article VII of the Regulations of the Board of Supervisors).

II. THRESHOLDS FOR BOARD APPROVAL

A contract, agreement, or affiliation to be executed in accordance with State procurement law and/or controlled by the University Procurement Code (See PM 77) with a value of \$5 million or greater is deemed “significant” for the purposes of Article VII. Section 1 of the Bylaws of the Board of Supervisors. Notwithstanding any other provision of law, regulation, resolution, or memorandum, any procurement, contract, agreement, or affiliation accruing a cost to the University or accruing revenue to the University valued at \$5 million or greater shall require the approval of the Board of Supervisors. Such contracts of uncertain value pending from speculative future revenue shall be valued based upon anticipated accrual of cost or revenue projected within the initial three years of the agreement.

III. INFRASTRUCTURE CONTRACTS

Facility and infrastructure projects should focus on maintaining existing facilities and infrastructure, and providing space to better serve the role, scope, and mission of the institution in the most reasonably efficient and economical manner.

No designer contract in excess of \$10,000 for a capital improvement project shall be entered into without the prior approval of the President or designee.

No construction contracts over \$75,000 shall be entered into for renovation, remodeling, addition, or new construction without prior approval of the President or designee. The President may authorize in writing a higher threshold approval amount up to \$125,000, upon written application of a campus or institution demonstrating satisfactory internal controls and the need.

In all cases, if the total costs of a project exceeds \$15,000 and a campus head or other approving employee has a direct personal interest in the project (e.g. renovation of their present or future office or facilities used primarily by them), a specific written disclosure of such shall be made, and the President must approve the project request.

Related projects shall not be divided, or designated “maintenance” if such are integral to the

construction, for the purpose of avoiding application of this memorandum.

Request for approval of a designer or construction must include the following:

- A. Project name and title
- B. Name of designer
- C. Estimated cost of project and source of funding. The estimate is to be itemized to include design fee, construction, contingency, equipment, and anticipated furnishings
- D. Anticipated starting and completion date
- E. Accurate project description, including space utilization with space quantities, approximate square footage for each space, and anticipated room finishes. Reasonable enquiry should be made to satisfy this requirement
- F. Location of project sufficient for reasonable identification

The "Louisiana Board of Regents Capital Projects Records and Approval Form" used for higher education and the "Capital Projects Records and Approval Form" used for Healthcare Services Division, for projects with a construction cost of \$125,000 to less than \$350,000 are acceptable to comply with this PM.

The President or designee will respond in a timely fashion so as to avoid undue delay; however, reasonable time for review should be considered in planning.

Notwithstanding the foregoing, the President retains the emergency authority to execute any contracts that are essential to maintaining the operations of the school during times of emergency.