



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE INSPECTOR GENERAL
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KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

September 17, 2007

Mr. Kenneth David, Interim Director
Louisiana School for the Deaf
P.O. Box 3074
Baton Rouge, LA 70821

Re: Case No. 1070032

Dear Mr. David:

As an integral part of our exit conference on the Louisiana School for the Deaf, I request that you provide our office with a written response relating to the enclosed draft audit report. This report will not become public until signed by the governor. Please provide a written response by October 1, 2007. The official response should be on agency letterhead, addressed to me, signed by an appropriate agency official, and should contain the following:

- A statement as to whether you concur, concur in part, or do not concur with each finding and recommendation, and the reasons you concur in part or do not concur.
- A corrective action plan, including the status of action taken or action planned to correct each finding or a statement why corrective action is not necessary. The corrective action plan should include the name(s) of the contact person(s) responsible for corrective action, the corrective action planned and the anticipated completion date.
- If you do not agree with the finding or you believe corrective action is not required, then your corrective action plan should include an explanation and specific reasons.

If you have any questions, please contact Mr. David Morales of my staff at (225) 342-4262.

Sincerely,

Sharon B. Robinson
Sharon B. Robinson, CPA
State Inspector General

SBR/DM

Enclosure

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Executive Summary

Audit Initiation

The Office of State Inspector General (OIG) received a complaint containing 11 allegations of improprieties at the Louisiana School for the Deaf (LSD). On June 7, 2007, OIG staff held an entrance conference with Louisiana Department of Education (LDE) and LSD officials. These officials offered their complete cooperation with the planned OIG audit. During our audit, OIG auditors received 11 additional allegations. The majority of the allegations targeted the LSD Maintenance Department.

Our audit objective was to determine if the allegations, which included but were not limited to abuse of office, misappropriation of state property, and violation of LSD policy, were valid.

Summary of Findings

We determined that many of the allegations were valid. A summary of the findings follows.

- The LSD Maintenance Department; overseen by Sharon Lee, LSD Chief Fiscal Officer, and Edmond Arledge, LSD Maintenance Manager; was mismanaged and allowed to operate without management controls to safeguard LSD property such as Maintenance Department equipment, tools, and consumable goods. Ms. Lee and Mr. Arledge violated LSD's policy prohibiting borrowing LSD equipment for personal use. They also allowed other employees to do the same. Ms. Lee abused her office by requesting maintenance employees to perform personal work for her, some of which was performed while the employees were on state time using LSD equipment. (Page 5)
- LSD Maintenance Department employees Ricky Stewart and Mike Allen admitted they took patio furniture belonging to LSD. The furniture had been donated by LSU for the benefit of the students. Mr. Stewart also admitted he took a roll of conduit electrical wire, connectors, and wire cutter belonging to LSD. The items were returned to LSD after our audit began. (Page 6)
- Andy Graham, Mobile Equipment Master Mechanic, admitted he took vehicle wheels and granular weed killer belonging to LSD. The weed killer was valued at about \$300. Mr. Graham also admitted he purchased a Chevrolet Astro van from the Louisiana Property Assistance Agency (LPAA) that had been turned in as surplus by LSD. The purchase possibly violated Louisiana Board of Ethics laws. (Page 7 & 11)

- Several LSD employees routinely made questionable purchases, including food and gifts for employees, which may violate Article 7, Section 14 of the Louisiana Constitution regarding prohibited donations. (Page 8)
- Ms. Lee and Mr. Arledge purchased equipment, tools, and other items, using LSD issued Purchasing Cards between January 2006 and August 2006 which cannot be located. The value of the un-located items is over \$5,700. (Page 9)
- Jeffery Barker, Carpenter Master, provided untruthful answers to questions by OIG auditors, which violates an LDE directive. The State Superintendent of Education directed all LSD employees to fully cooperate with the OIG audit. The employees were advised that failure to cooperate may result in disciplinary action. (Page 10)

In addition to the findings related to the allegations, additional areas of concern revealed during our audit are included in this report.

Background

The Louisiana School for the Deaf opened in 1852. Originally known as The Louisiana Institution for the Deaf and Dumb and the Blind, it was often referred to as an "asylum." In 1908 the name was officially changed to Louisiana State School for the Deaf. Seventy years later, the school merged with the State School for Deaf Negroes and the joined entities became known as The Louisiana School for the Deaf. Today, the school is governed by the Louisiana Board of Elementary and Secondary Education. In 2002, the school earned national accreditation by the Conference of Educational Administrators of Schools and Programs for the Deaf.

LSD's mission is:

- To enhance the academic, vocational, physical, emotional, social and cultural development of each student.
- To provide a visually accessible, positive and nurturing environment that emphasizes literacy and effective communication skills.
- To be a caring community where students can achieve personal excellence and become independent lifelong learners.

The LSD also serves students who have disabilities in addition to their deafness such as visual impairments, attention deficit hyperactivity disorder, autism, orthopedic disabilities, and other conditions that affect learning.

The LSD is a 116-acre campus located on Brightside Lane in Baton Rouge. The campus has approximately 24 buildings for facilities including but not limited to classrooms, dormitories, administrative offices, gymnasiums, a swimming pool, and a bowling alley. Housing is available for the Director, Maintenance Manager, and Dean of Students. Outside amenities include a lighted football/track stadium, tennis courts, and baseball fields. In FY 2006, the LSD had 221 students and a faculty of 98. The LSD Maintenance Department has approximately 52 employees including grounds-keeping and laundry.

Kenneth David was appointed LSD's Interim Director in December 2005. His supervisor is Cline Jenkins, State Director of the Special School District for the Louisiana Department of Education.

LSD is primarily funded through the State General Fund. The LSD budgets for the three previous fiscal years are as follows:

LSD Budgets					
FY	Admin/Support	Instructional Services	Residential Svcs.	Auxiliary	Total
2005(Actual)	\$4,373,318	\$9,059,302	\$3,927,556	\$ 2,817	\$17,362,993
2006(Actual)	4,452,472	9,799,986	3,987,745	1,538	18,241,741
2007(Enacted)	5,537,950	8,994,306	4,500,829	15,000	19,048,085

Source: Office of Planning and Budget website.

Scope and Methodology

We conduct our audits in accordance with the *Principles and Standards for Offices of Inspector General* as promulgated by the Association of Inspectors General (May 2004 revision).

The scope of the audit was limited to activities of employees associated with allegations of improprieties between February 2000 and July 2007 and purchases by specific maintenance and administrative employees using their state LaCarte purchasing card between January 2006 and July 2007.

Our audit procedures consisted of interviewing employees, analyzing LaCarte purchasing card purchases, verifying the existence of items purchased, and reviewing certain contracts for repair of LSD roads and running track.

Because of the issues identified in this report, it will be forwarded to the Louisiana Board of Ethics and the East Baton Rouge District Attorney.

Mismanagement of Maintenance Department

Sharon Lee, LSD Chief Fiscal Officer, and Edmond Arledge, LSD Maintenance Manager, mismanaged the LSD maintenance operations. Observation of the Maintenance Department and interviews with employees revealed the department lacked management controls to safeguard LSD property such as Maintenance Department equipment, tools, and consumable goods. Ms. Lee and Mr. Arledge participated in activities which they knew violated an LSD policy, which prohibits borrowing LSD equipment for personal use. Employees were also allowed to violate this policy. Ms. Lee also abused her office by requesting subordinates perform personal work for her, some of which was performed on state time using LSD equipment.

Although Ms. Lee was the Chief Fiscal Officer, she also supervised Mr. Arledge, the head of the Maintenance Department. This arrangement led to Ms. Lee having conflicting responsibilities (approving purchases and making payments) and to the breakdown of LSD management controls. Either by design or incompetence, the physical condition of the Maintenance Department was in disarray. Although the LSD uses a warehouse for consumable goods, virtually all equipment, tools, and consumable goods used by the Maintenance Department are stored in the Maintenance Department. This condition, in combination with the lack of inventory records of equipment, tools, and consumable goods, is conducive to misuse and/or theft. Subsequent to the start of our audit, items previously missing began showing up back in the Maintenance Department. However, we are unable to determine the total value of missing items.

OIG auditors' observations revealed that the Maintenance Department is in disarray. The department does not use a system of work orders for LSD campus projects. In addition, Mr. Arledge acknowledged that the Maintenance Department does not maintain an inventory of non-tagged equipment, tools, or consumable goods purchased and stored in the department. The combination of the department's disarray, no work order system, and a lack of inventory records, made it difficult, if not impossible, to ensure that equipment, tools, and consumable goods were being used exclusively for LSD projects.

During the OIG audit, both Ms. Lee and Mr. Arledge resigned their positions with LSD.

Violations of LSD Policy

In January 2005, the LSD Director at the time issued an official notice to LSD employees setting a policy prohibiting the borrowing of state-owned equipment for personal use.

Although Mr. Arledge was aware that LSD policy prohibited the borrowing of LSD equipment, he allowed his employees to borrow these items for their personal use. Mr. Arledge admitted that he also borrowed equipment such as a metal cutting saw and a gas-powered pole saw for his personal use. When questioned about this matter, Mr. Arledge stated he felt allowing employees to borrow the items was a deterrent to theft.

Ms. Lee, also knowing LSD policy prohibited the borrowing of LSD equipment, admitted she borrowed an LSD utility trailer to haul hay for her personal benefit. Mr. Arledge said he used an LSD truck assigned to him to transport the trailer and drop it off at Ms. Lee's house. He said he did not know how the trailer was transported back to LSD.

Abuse of Office

Ms. Lee admitted she requested Maintenance Department employees to perform work on her personal vehicle and her daughter's vehicle. The work was performed while on state time using LSD owned equipment. One of the employees stated he felt obligated to perform the work because Ms. Lee was his boss. Ms. Lee stated she instructed the employees to perform the work during their lunch and regular breaks. Mr. Arledge stated he was aware employees worked on Ms. Lee's vehicle and Ms. Lee's daughter's vehicle using LSD equipment. He said he felt the employees had to agree to perform the work when requested by Ms. Lee.

One maintenance employee stated that Mr. Arledge and Ms. Lee requested he perform work on Ms. Lee's secretary's vehicle. He said he performed the work while on state time using LSD equipment. Mr. Arledge stated he was aware the work was performed on the vehicle but denied he directed the employee to perform the work. Ms. Lee stated she was not aware any maintenance employee performed work on her secretary's vehicle. She stated she would not have given approval for the work.

Ms. Lee also admitted she requested a maintenance employee to perform work at her home. The work involved cutting a tree that had fallen during Hurricane Katrina. Ms. Lee stated she believes the employee was on civil leave at the time and that she paid him \$40 for the work.

LSA R.S. 42:1116 prohibits any public servant from using the authority of his office or position to directly or indirectly compel or coerce any person or other public servant to provide him with anything of economic value.

LSD Property Misappropriated by Employees

The primary allegations we received dealt with LSD property being taken by Maintenance Department employees. As a result, we found several instances where employees took LSD property and equipment for their own personal use. These actions may violate LSA R.S. 14:67 (Theft).

Patio furniture. LSD Maintenance Department employees Ricky Stewart and Mike Allen admitted they took patio furniture belonging to LSD. The patio furniture had been donated by LSU to benefit LSD students. During the OIG audit, the State Superintendent of Education separated Mr. Allen from his job appointment at LSD.

Mr. Stewart and Mr. Allen admitted they returned the patio furniture and dumped it outside the Maintenance building after being questioned about the matter. They stated they each took one set of patio furniture, which consisted of a table, four chairs and an umbrella. Mr. Stewart and Mr. Allen claimed Mr. Arledge gave them permission to take the patio furniture. Mr. Arledge denied he gave permission to take the patio furniture. Regardless, if Mr. Arledge gave permission to take the patio furniture, Mr. Stewart and Mr. Allen should have known Mr. Arledge did not have authority to give away LSD property.

Mr. Stewart admitted that at the time he returned the patio furniture; he also returned other LSD property he had in his possession including a pressure washer, a Dewalt saw attached to a table, and a Dewalt drill. Mr. Stewart said he had borrowed this equipment for his personal use.

Conduit electrical wire. Mr. Stewart also admitted that about two years ago, he took a roll of conduit electrical wire, connectors, and a wire cutter, valued at about \$250, from LSD. Mr. Stewart returned the items to LSD after the OIG audit began. Mr. Stewart provided a sworn statement that Maintenance Department employee Ronald Forbes gave the items to him as partial payment for working on Mr. Forbes' daughter's vehicle. Another Maintenance Department employee provided a sworn statement that he witnessed Mr. Forbes hand the items to Mr. Stewart while they were physically in the Maintenance Department. Mr. Forbes provided a sworn statement that while he was unloading a truck of electrical items, Mr. Stewart asked him what he (Mr. Stewart) needed to hook up some lights. Mr. Forbes stated that he told Mr. Stewart he could use the materials being used to hook up new lights on campus. Mr. Forbes stated he asked Mr. Stewart if he wanted "it" and Mr. Stewart said he did. Mr. Forbes stated Mr. Stewart picked up the items and walked away. Regardless, if Mr. Forbes asked Mr. Stewart if he wanted the items, Mr. Stewart should have known Mr. Forbes did not have the authority to give away LSD property. During the OIG audit, Mr. Forbes resigned his position with LSD.

Wheels from van. Maintenance Department employee Andrew Graham admitted he took two wheels from an LSD van and put them on his personal van. The wheels taken off his personal van were then put on the LSD van, which was subsequently turned over to the LPAA as surplus property. Mr. Graham stated the wheels on the LSD van were in better condition than the ones on his personal van.

Weed killer. Mr. Graham also admitted he took approximately 75 pounds of granular weed killer from LSD for his personal use. Our review of purchasing records revealed that the 100-pound drum of the granular weed killer cost \$404. If the drum was $\frac{3}{4}$ full, as claimed by Mr. Graham, the prorated value of the weed killer taken is approximately \$303.

Rust preventative. Jeffery Barker admitted he took two cans of rust preventative from the Maintenance Department for his own personal use. No value was determined for these items.

Other items. Additional equipment OIG auditors were told was missing included a WARN™ winch removed from a Ford Bronco and a chain saw. Employees

were questioned regarding these items but sufficient evidence was not gathered to establish if and by whom the items had been taken.

Misuse of LaCarte Purchasing Card

Inadequate Management Controls Over Use of LaCarte Purchasing Card

Adding to the problems in the Maintenance Department is the fact that LSD participates in the Louisiana purchasing card program known as "LaCarte". LaCarte is a Visa credit card issued by Bank of America for the State of Louisiana. The program is supposed to be a tool used to manage purchasing and accounting; however, when the program is mismanaged, as is the case at LSD, there is a high risk abuse will occur. Purchases made by Maintenance Department employees using their LaCarte cards were not adequately monitored by management to reduce the risk of abuse. LSD's Business Office approved "open" requisitions for \$500 for maintenance employees. This system allowed the employee with the "open" requisition to make separate purchases from the vendor under the same requisition. No one at LSD reviewed requests prior to each purchase to determine if the item being purchased was needed for a legitimate project.

LaCarte Cards Used for Questionable Purchases

OIG auditors reviewed LaCarte card transactions made by 18 Maintenance Department and Business Office employees and the LSD Director from January 1, 2006 to June 30, 2007. Purchase orders and receipts associated with these transactions were then reviewed for additional detail. During the review, OIG auditors observed thousands of dollars in purchases of consumable and other goods that possibly violate Article 7, Section 14 of the Louisiana Constitution. Examples of questionable purchases are as follows:

- In October 2006, the Maintenance Department held a cookout for its employees. Purchases for the event, totaling over \$752, were made using Maintenance Department Foreman Richard Harbor's LaCarte card. Items purchased included a cooker, tank, and skimmer costing \$155; and food items costing over \$597.
- In May 2006, Ms. Lee purchased 87 shirts with the school logo from The Creative Touch costing \$998. Purchasing records did not contain a purchase order for these items, which would have listed a justification for the purchase.
- LSD's Business Office staff routinely purchased food and drinks costing hundreds of dollars for meetings and training. Games, candy, and novelty items were also purchased for these events. One novelty item

purchase of particular interest was four 5 feet 7 inch inflatable giant bananas costing \$75, from Silly Jokes, a United Kingdom company.

- In April 2007, LSD Purchasing Director Audrey Gaultier used her LaCarte card to purchase 82 six-pack coolers from Best Impressions, an Illinois company, costing \$362. The coolers were given to employees as recognition gifts.

Missing Property

After our review of the purchase orders and receipts purchased on LaCarte cards, OIG auditors attempted to locate some of the purchased items. The total dollar value of the items we attempted to locate was \$28,342.

The following charts show that we could not locate 20% of the items costing \$5,736. All of the items we could not locate were purchased by Ms. Lee and Mr. Arledge.

Missing Items Purchased by Sharon Lee

Transaction Date	Item Purchased	No. Purchased	No. Located	No. Missing	Unit Cost	Total Cost
1/29/2006	HP Office Jet 7310 Printer	1	0	1	399.99	399.99
1/29/2006	Wireless Router with SRX	1	0	1	129.99	129.99
6/23/2006	DMC-FX01S Digital Camera	2	1	1	349.99	349.99
6/23/2006	2GB Ultra II USB Memory Card	2	1	1	129.99	129.99
6/30/2006	Wireless N Broadband Router	1	0	1	149.99	149.99
6/30/2006	WRI S G Print Server	1	0	1	99.99	99.99
6/30/2006	Air Compressor	1	0	1	99.99	99.99
6/30/2006	190 CC LAS	1	0	1	149.99	149.99
6/30/2006	2GB Flash Drive-ATIVA	7	0	7	114.99	804.93
Total Cost of Missing Items						\$2,314.85

Missing Items Purchased by Edmond Arledge

Transaction Date	Item Purchases	No. Purchased	No. Located	No. Missing	Unit Cost	Total Cost
3/29/2006	Wheel Barrow	6	5	1	84.99	84.99
3/29/2006	Rotary Hammer	1	0	1	239.00	239.00
3/29/2006	Deck Gun	2	0	2	89.90	179.80
6/26/2006	DMC-FX01S Digital Camera	2	1	1	349.99	349.99
6/26/2006	2GB Ultra II USB Memory Card	3	1	2	129.99	259.98
6/26/2006	2GB Flash Drive-ATIVA	3	1	2	114.99	229.98
6/26/2006	Compound Miter Saw	1	0	1	399.00	399.00
6/27/2006	Rubber Boots	14	12	2	67.50	135.00
6/27/2006	2600PSI Pressure Washer	1	0	1	399.00	399.00
6/28/2006 *	Metal Cutting Saw	2	0	2	350.00	700.00
7/17/2006	Olympus Digital Voice Recorder	1	0	1	129.99	129.99
7/31/2006	Earthmate GPS LT-20	1	0	1	99.99	99.99
7/31/2006	MS Streets and Trips GPS	1	0	1	124.99	124.99
8/9/2006	WRLS Range Extender	1	0	1	89.99	89.99
Total Cost of Missing Items						\$3421.70

* Although this purchase was made using Mr. Plaisance's LaCarte card, the invoice contains Mr. Arledge's initials. Mr. Plaisance explained that Casco had his LaCarte card number on file and when Mr. Arledge placed the order, Casco used his (Mr. Plaisance) card number.

Split Purchases

The State of Louisiana LaCarte Purchasing card policy limits individual LaCarte transactions to \$1,000 or less. During the review of invoices associated with LaCarte transactions, OIG auditors found two instances where single transactions exceeding the \$1,000 limit were artificially split to appear as two separate transactions, each under the transaction limit. In both cases, the invoice shows a single transaction; however, the Business Office accounting reviewer approved both as if they were two separate transactions. The split purchases we found are as follows:

- A Maintenance Department employee's LaCarte card was used to rent a mini excavator on June 29, 2006. The invoice shows the total rental cost was \$1,360. However, the transaction was split into two separate charges on the same day to the LaCarte card, one for \$1,000 and the other for \$360.
- Two Maintenance Department employees' LaCarte cards were used to pay for transmission repair work performed on an LSD vehicle on September 11, 2006. The invoice shows the repair work was a single job costing \$1,295. However, each LaCarte card was charged half (\$647.50) of the total charge.

Violations of Superintendent's Directive to Cooperate

In cooperation with the OIG audit, the State Superintendent of Education directed, in writing, that all LSD employees fully cooperate with the OIG staff and that failure to do so may result in disciplinary action. Prior to conducting interviews, OIG auditors reviewed the directive with each LSD employee and each employee stated they understood the directive. During multiple interviews with Maintenance Department employee Jeffery Barker, he answered questions untruthfully. Examples are as follows:

- During initial questioning, Mr. Barker stated he had never borrowed any LSD equipment for his personal use. During subsequent questioning, Mr. Barker admitted he had borrowed LSD property such as cordless drills and a chop saw for his personal use. He also admitted he used an LSD concrete mixer for a private job knowing that another employee had borrowed it from LSD. Mr. Barker ultimately signed a sworn statement that he had been untruthful during the initial interview.
- During initial questioning, Mr. Barker denied he had been requested by Ms. Lee to perform personal work for her at her home and denied that he performed the work. The work involved cutting a downed tree after Hurricane Katrina. During subsequent questioning and being presented with evidence that he had in fact been requested and did perform the work, Mr. Barker admitted to the facts. Mr. Barker claimed he had

forgotten about the work, performed in late 2005, and that his wife reminded him about it after he was first questioned.

- During an interview with Mr. Barker, he was questioned about a stainless steel cabinet he had taken from LSD. Mr. Barker stated he had retrieved the cabinet from the garbage. He described the cabinet as being about five feet long with two burners, a sink, and an ice maker. Mr. Barker stated he had "junked" the cabinet. Mr. Barker stated he had not asked permission to take the cabinet. However, later the same day, Mr. Barker called an OIG auditor and asked if he should bring the cabinet back to LSD because he believed he knew where it was. During subsequent questioning about the matter, Mr. Barker was asked to show an OIG auditor the location of the garbage from which he had retrieved the cabinet. Mr. Barker then changed his story and admitted he had not retrieved it from the garbage. He explained that his supervisor had directed that the cabinet be removed from the infirmary and brought to the dump. Mr. Barker then claimed he asked and received permission from Ms. Lee to take the cabinet because it was going to be thrown away.

During the OIG audit, Mr. Barker was promoted from Carpenter Master to Foreman.

Possible Ethics Violation

An LSD Maintenance Department employee may have violated the State's Code of Ethics.

In December 2004, Andrew Graham, Mobile Equipment Master Mechanic, purchased a 1994 Chevrolet Astro van from LPAA through an auction. LSP had turned in the van to LPAA as surplus in October 2004.

The Board of Ethics has opined that "... state employees, and members of their immediate family, who are employed by agencies whose surplus property is being sold by the auction company, are prohibited from bidding on auctioned items." ¹

Recommendations:

1. LSD should develop and implement a work order system for its Maintenance Department that tracks materials and supplies used on LSD projects and provides for supervisory review and approval.

¹ Board of Ethics letter to LPAA dated December 3, 1996, Re: Ethics Commission Document No. 96-355.

2. LSD management should develop and implement an inventory control system over Maintenance Department equipment, tools, and materials that include periodic inventory counts.
3. LSD management should ensure its employees are trained regarding the proper use of LaCarte Purchasing cards.
4. LSD Management should ensure its Business Office personnel, who review LaCarte Purchasing card transactions, are properly trained and exercise due diligence in identifying card misuse.
5. LSD management should take legal action to recover the items purchased by Edmond Arledge and Sharon Lee that could not be located.
6. The State Superintendent of Education should consider taking disciplinary action against Ricky Stewart, Andrew Graham, Jeffery Barker, and any other employees found to have misappropriated LSD property.

Attachment 2

From: Cheree Lemoine
To: LSD
Date: 8/21/2007 7:08 am
Subject: Maintenance Requests

Good Morning:

In order to ensure that your maintenance requests are processed as efficiently as possible, we are requesting that the following procedure be utilized to make a request for maintenance services:

If you have campus email - Send your request via email to "Maintenance Request"; (If you look in your GroupWise address book, you will see this in the list of names.) By doing so, the email will be delivered directly to me (Maintenance Secretary), and a carbon copy (CC) of the email will be automatically sent to John Bergeron and Audrey Gaultier. You will no longer need to CC anyone (from Maintenance or Business Office) on the email.

Once I receive the request, I will forward it to the necessary supervisor.

Please include the following information in the contents of your email:

1. Building Name/Number
2. Room Name/Number
3. Location of problem/requested service at that location
4. Your name and telephone extension (or your supervisor's extension)
5. Indication of the urgency of your request (Urgent or Routine):
 - Requests marked **URGENT** should be handled within 1-2 days
 - Requests marked **ROUTINE** can be handled within 2 weeks.

With the exception of emergencies, service will be scheduled according to the order in which requests are received and/or priorities set by Division Heads. **For Emergencies, call Maintenance directly at extension 236.**

Any request that is not routine (changing light bulbs, repairing holes in wall, insect control, etc) must be approved by your supervisor. Examples of special requests would be remodeling, such as building a doorway between two offices, or new installations, such as installing plumbing for a washing machine where there wasn't one previously.

Thank you for your assistance,

Cheree

Created 7/2007

LSD EX 2

LOUISIANA SCHOOL FOR THE DEAF
POSITION DESCRIPTION

DRAFT

TITLE: School Operations Coordinator

Preferred QUALIFICATIONS: Possession of a Bachelor's in Public Administration or related area. Nine years of professional level experience of which five years of administrative, supervisory experience in the areas of public administration, or management experience will substitute for the possession of a Bachelor degree.

Credentials of the applicant must include good human relations skills, leadership skills and supervisory.

Must possess, or be willing to acquire, expressive and receptive sign language skills. The minimum acceptable Sign Language Communication Proficiency (SCPI) level for effective job performance is Intermediate.

Work is performed in physically comfortable positions: sitting, standing, or walking. Light effort is required for such tasks as carrying papers, books, small parts, hand tools or utensils, or similar small items or packages. Physical requirements are subject to reasonable accommodation in accordance with ADA standards.

REPORTS TO: Director

SUPERVISES: Facility Maintenance Manager 3, Administrative Coordinator 4, Administrative Assistant 3 and all other personnel in programs and services assigned to the Operation department through Department Heads and Supervisors.

PERFORMANCE RESPONSIBILITIES:

Employee must be able to perform these assigned duties without significant risk of substantial harm to his/her own safety/security and the safety/security of others.

- A. Provides professional administrative leadership and direction in the management of operations consisting of Facility Planning, Maintenance, Warehouse, Telecommunication, Safety, Security, and Property Control department and activities of the school.
- B. Develops and directs the preparation, implementation and monitoring of the school's various operational functions. Communicates with agency personnel concerning their requests for services provided by the operations department.
- C. Functions as the school operational officer ensuring timely, accurate reports that are prepared in accordance with state and federal laws.
- D. Provides systematic operational management functions for the School through direction of activities ensuring all are in compliance with state and federal standards and procedures.
- E. Directs and monitors the Facility Planning, Maintenance, Warehouse, Telecommunication, Safety, Security, and Property Control budgeting, and accounting of all school funds for those areas. Prepares budgets, projects, and reports for the Director to present at legislative hearings. Attends and participates in legislative meetings/hearings with the Director.

LOUISIANA SCHOOL FOR THE DEAF - POSITION DESCRIPTION
School Operational Manager

DRAFT

- F. Directs and monitors the operation and maintenance of the School's physical plant through the Facility Maintenance Manager 3 according to a comprehensive Facility Preventive Maintenance Program for buildings, equipment and vehicles. Develops and monitors new and renovation construction projects.
- G. Establishes and develops long range strategic plans.
- H. Assists in the development and implementation of the school's policies and procedures.
- I. Monitors current policies and procedures of the Operations department to ensure correct application; develops and implements new policies, procedures and internal controls to ensure efficient use of staff and that goals and objectives of the Operations department are achieved.
- J. Establishes and ensures school wide compliance with internal controls to maintain accountability.
- K. Determines priorities of the Operations department within the parameters of budget constraints.
- L. Directs and monitors the School's comprehensive security program.
- M. Develops, directs and monitors the School's Safety plan inclusive of policies, procedures, and reporting.
- N. Researches and implements cost saving measures and alternative means of operations to accomplish the School's stated mission.
- O. Functions as the School's Property Control Manager ensuring the safeguard and accountability of moveable property inventory in accordance with State law. Directs and monitors the taking of the inventory of school property and the preparation of the annual inventory report.
- P. Maintains inventory of supplies and equipment within the Maintenance section.
- Q. Implements school philosophy and program.
- R. Promotes the administrative team concept.
- S. Displays dependability in attendance and punctuality.
- T. Demonstrates reliability and punctuality in meeting obligations.
- U. Exhibits professional ethics.
- V. Exhibits initiative.
- W. Demonstrates appropriate and effective interpersonal skills.
- X. Exhibits knowledge of special education rules and regulations associated with implementation of state and federal laws.
- Y. Maintains confidentiality of information in accord with requirements of the law.
- Z. Exhibits willingness to accept and use suggestions for improvement.
- AA. Recognizes and follows established communication channels.
- BB. Exhibits understanding of disabled children and their needs.
- CC. Uses time effectively.
- DD. Exercises good judgment in making decisions.
- EE. Maintains complete and accurate records.
- FF. Maintains a positive relationship with parents, community, professional associates and local and state agencies.
- GG. Participates in school-sponsored activities.
- HH. Maintains an appropriate student-adult relationship.
- II. Applies knowledge and skills of supervision to programs and personnel.
- JJ. Respects the individual worth and dignity of each pupil.
- KK. Delegate's responsibility as appropriate.
- LL. Demonstrates awareness of specialists, agencies, and organizations that serve disabled children and their families.
- MM. Develop and implement a Professional Growth Plan in conjunction with the supervisor.
- NN. Completes a Self Evaluation.
- OO. Performs other duties as assigned.

REVIEWED AND ACCEPTED BY LSD EMPLOYEE

CHIEF OF COMPENSATION
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111 - CAPITOL STATION
BATON ROUGE, LA 70804-9111

POSITION DESCRIPTION

ASSIGNED CONSULTANT /
AGENCY

HUMAN RESOURCES USE ONLY	<input type="checkbox"/> AFFIRMED	<input type="checkbox"/> REALLOCATED Up Down Lateral	MAJOR AGENCY CODE	LOG NUMBER - DSCS
	<input type="checkbox"/> JOB CORRECTION		OFFICIAL JOB CODE	EFFECTIVE DATE / /
OFFICIAL ALLOCATION	<input type="checkbox"/> NEW POSITION	<input type="checkbox"/> RETURNED W/O ACTION		
CONSULTANT	SUPERVISOR	CAREER PROGRESSION GROUP YES NO	MASTER JOB DESCRIPTION YES NO	
COMMENTS			<input type="checkbox"/> INCUMBENCY ALLOCATION <input type="checkbox"/> FROZEN REVIEW DATE: ___/___/___	

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, see instruction sheet.

- NEW POSITION ESTABLISHED UPDATE MASTER
 AGENCY APPEAL JOB CORRECTION 5.3 APPEAL
 EMPLOYEE APPEAL CAREER PROGRESSION GROUP

PERSONNEL AREA CODE 0653	POSITION NUMBER
CURRENT OFFICIAL JOB TITLE	CURRENT PAY LEVEL
REQUESTED OFFICIAL JOB TITLE Administrative Program Manager 3	REQUESTED PAY LEVEL AS 617
	CURRENT OFFICIAL JOB CODE
	REQUESTED OFFICIAL JOB CODE 170700

2 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST, MIDDLE Vacant	Employee Qualifies For Job <input type="checkbox"/> Yes <input type="checkbox"/> No	AREA CODE - OFFICE TELEPHONE ()
DEPARTMENT - OFFICE - DIVISION / BUILDING - CITY - PARISH Louisiana School for the Deaf/ Executive/School Operations/ Baton Rouge, East Baton Rouge		HUMAN RESOURCES CONTACT Joan Goings
DIRECT SUPERVISOR'S NAME Vacant	OFFICIAL TITLE OF SUPERVISOR Schools Operations Coordinator	HUMAN RESOURCES TELEPHONE (225) 757-3207

3 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY

4 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED.

- DETERMINES WORK ASSIGNMENTS RECOMMENDS HIRING/PROMOTIONS TRAINS STAFF
 REVIEWS AND APPROVES WORK PREPARES & SIGNS PPR RATING APPROVES LEAVE

3	NUMBER OF DIRECT SUBORDINATES
---	-------------------------------------

5 ATTACHMENTS

Check to indicate attachments. Please review SF-3 instruction sheet for required attachments.

- Organizational Chart (required) Duties / Responsibilities (required) Comments MJD Position Numbers

6 SIGNATURES

EMPLOYEE	DATE	<input type="checkbox"/> I certify that the information in this document is true and correct to the best of my knowledge. <input type="checkbox"/> I certify that I have reviewed the SF-3. I disagree with a portion of the contents and have attached comments.
DIRECT SUPERVISOR	DATE	<input type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the SF-3. I disagree with a portion of the contents and have attached comments.
APPOINTING AUTHORITY (Indicate Title)	DATE 8/20/07	<input checked="" type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the SF-3. I disagree with a portion of the contents and have attached comments.

**DUTIES AND
RESPONSIBILITIES**

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

If duty(s) are short-term / temporary and nonrecurring, note beginning and ending dates and percent of time required to perform the duty(s). Begin the writing of your short-term duty statement(s) as follows: (SHORT-TERM – beginning and ending dates) – Example: (SHORT-TERM – 1/1/99 thru 1/31/99) 1 count.....

PERCENTAGES
MUST
TOTAL 100%

LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

The Louisiana School for the Deaf is a residential school, serving students throughout Louisiana who are deaf or hard of hearing (pre-school through high school), operating seven days a week, 24 hours a day. There are approximately 300 employees and approximately 500 students served on campus and statewide.

The incumbent of this position serves as one of three assistants to the School's Operations Coordinator, who provides administrative leadership and direction in the management of operations consisting of the Facility Planning, Maintenance, Physical Plant/Security, Warehouse, Property Control, Telecommunications, Custodial, Laundry, Administrative Support and Safety.

The incumbent of this position provides direct supervision to three subordinates.

Employee must be able to perform these duties without significant risk or substantial harm to his/her own safety/security of others.

80% PROGRAM MANAGEMENT/ADMINISTRATION

PREVENTIVE MAINTENANCE AND CORRECTIVE MAINTENANCE PROGRAM

Establishes and administers the schools comprehensive Preventive Maintenance Program. This program includes issuance of work orders designed to provide preventive maintenance to the school's 22 buildings, equipment, and vehicle fleet. This program is designed to schedule tasks to prolong the useful life of property and equipment and prevent major breakdowns from occurring.

Oversees scheduling and issuing monthly, quarterly, semi-annual and annual preventive maintenance work orders to all sections of the Operations Division, including engineering, specialty crew, grounds/ mechanic and custodial/laundry sections.

Submits reports on work order projects and long term projects that are pending and completed to Operations Coordinator.

ORM and SAFETY PROGRAM

Administers and promotes the School's Safety Program, ensuring program is in compliance with Federal and State Office of Risk Management regulations.

Serves as the School's Safety Coordinator

Oversees training of the School Safety program.

Serves as chairman on the School's Safety Committee.

Presents School's Safety Committee recommendations to Cabinet on any concerns.

Directs coordination and scheduling of the annual ORM safety audit and participates in audit activities.
Oversees follow-up activities to correct any non-compliance issues.
Administers the **Hazardous Waste Program** for compliance with DEQ rules and regulations.

PROPERTY CONTROL PROGRAM

Provides administrative management of the School's Moveable Property Control Program. The school currently has an inventory of 10,659 moveable property items with a current value of approximately \$4,900,000.

Provides direct supervision of the Administrative Program Specialist A.

Monitors the Automated Property Control Management Systems of all of the school's moveable property.

Administers and monitors the School's annual inventory of moveable property, to ensure the process is performed in accordance with DOA/LPAA rules and regulations. Responsible for verifying accuracy of the Certification of Annual Property Inventory documents, prepared by the School's Property Control Officer, and timely submission of final documents to the School Operations Coordinator for approval.

Directs multiple division units in school-wide inventory activities.

Coordinates semi-annual report of property voids and acquisitions and submits to School Operations Manager.

Compiles the schools semi-annual Blanket Property Policy Exposure Report to be submitted to the Office of Risk Management for use in determining the school's insurance liabilities and premiums.

WAREHOUSING/ INVENTORY CONTROL PROGRAM

Provides supervision of personnel and administrative management of the School's Warehouse/Inventory Program, which is a fully maintained receiving/storage facility that stores and maintains a very diverse variety of perpetual inventory items such as large quantities of electrical, plumbing, custodial, household, petroleum products, office and food supplies, including the receiving and reporting of USDA commodity items.

Manages warehouse security, storage, inventory controls, issues and receipts, delivery, cost allocating, and critical storage requirements such as shelf life, temperature, humidity and other environmental factors.

TELECOMMUNICATIONS PROGRAM

Serves as the School's Telecommunications Coordinator for a Lucent Technologies Definity PBX telephone system and Intuity voice mail system, including two operator consoles, over 225 telephone extensions and fax lines, and approximately 400 staff voice mail boxes with secondary language capability for the deaf and hearing impaired. All Definity PBX and Intuity Voice Mail system administration is required to be performed by the agency, independent of the Office of Telecommunications Management (OTM). Although administration of the system is independent from OTM, the school must adhere to policies and procedures outlined by OTM.

Reviews, evaluates, and approves all routine telecommunications requests, such as administrative/software changes, new dedicated data lines, new pager services, etc. and recommends to the Operations Coordinator for approval/disapproval any non-routine request.

Plans and coordinates new technical telecommunications projects, equipment upgrades, and replacement of broken equipment and/or supplies and routes to the Office of Telecommunications Management for approval.

Advises OTM of any significant discrepancies in equipment or services provided by contracted vendors dispatched by OTM.

Administers the Federal Communication Commission/School's and Libraries Corporation (SLC) ERATE Funding Program at LSD (approx \$100,000 budget). This program provides funding to schools and libraries to off-set the cost of certain telecommunications expenditures based upon the schools free and reduced meal eligibility. Administration of the program includes, but is not limited to, coordinating with the FCC/SLC, Office of Telecommunications Management, and LSD technology staff to gather information, submittal of required on-line forms and written correspondence for acceptance and receipt of services, and reviewing of disbursements to ensure OTM receives payment from the FCC for services provided to the school. Must have knowledge of rules and regulations set forth by the FCC and to ensure that the strict guidelines are adhered to.

Attends seminars/conferences and monitors OTM Information Service Notices and Catalog of Services to keep abreast of changes in policy and/or procedures in the State's telecommunications management and promulgates information to Division/Department heads and other appropriate school personnel.

PERFORMANCE PLANNING AND REVIEW PROGRAM

Manages the Performance Planning and Review program for the Operations Division, which includes approximately 50 employees.

15% ADMINISTRATIVE DUTIES

Serves as a member of the School's Leadership Team.

Supervises a subordinate staff by interviewing, selecting, training, planning work schedules and assignments, approving leave, and conducting performance planning and review evaluations. This staff includes Property Control, Warehouse, clerical and student worker personnel.

Budget responsibilities -Compiles school wide historical and present data, utilizing maintenance and purchasing records, relative to school wide expenditures (e.g. Bldg maintenance, the school's vehicle fleet, etc) and submits information to the Operations Coordinator for inclusion in the School's Annual Budget Estimates and Requests.

Oversees the tracking of current FY expenditures for compliance to budgeted allocations and ERATE funds (e.g. funds approximately \$100,000).

Researches and writes comprehensive, technical bid specifications for procurement of operations related equipment, supplies, construction projects, and maintenance contracts for the facility where mandated by law or when determined to be in the best interest of the State. Attends and participates in pre-bid conferences as scheduled by the Purchasing Department.

Confers with Operations Management Team obtain information on employee training needs and recommend employee training topics to the Operations Coordinator. Coordinates, facilitates, and documents trainings as conducted.

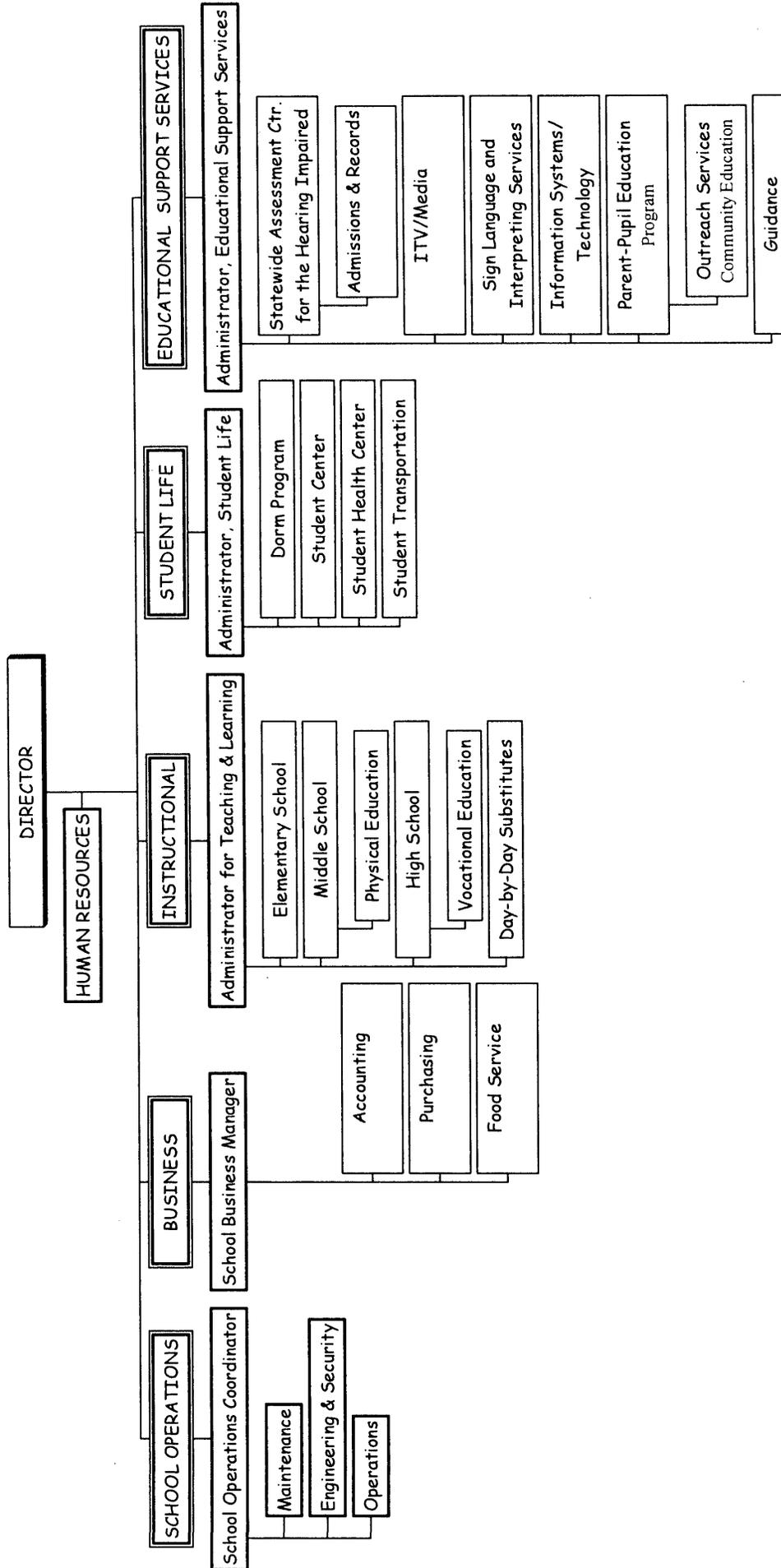
Attends career enrichment CPTP classes, departmental safety meeting, division-wide and school-wide in-service trainings as required.

5% All other duties as assigned

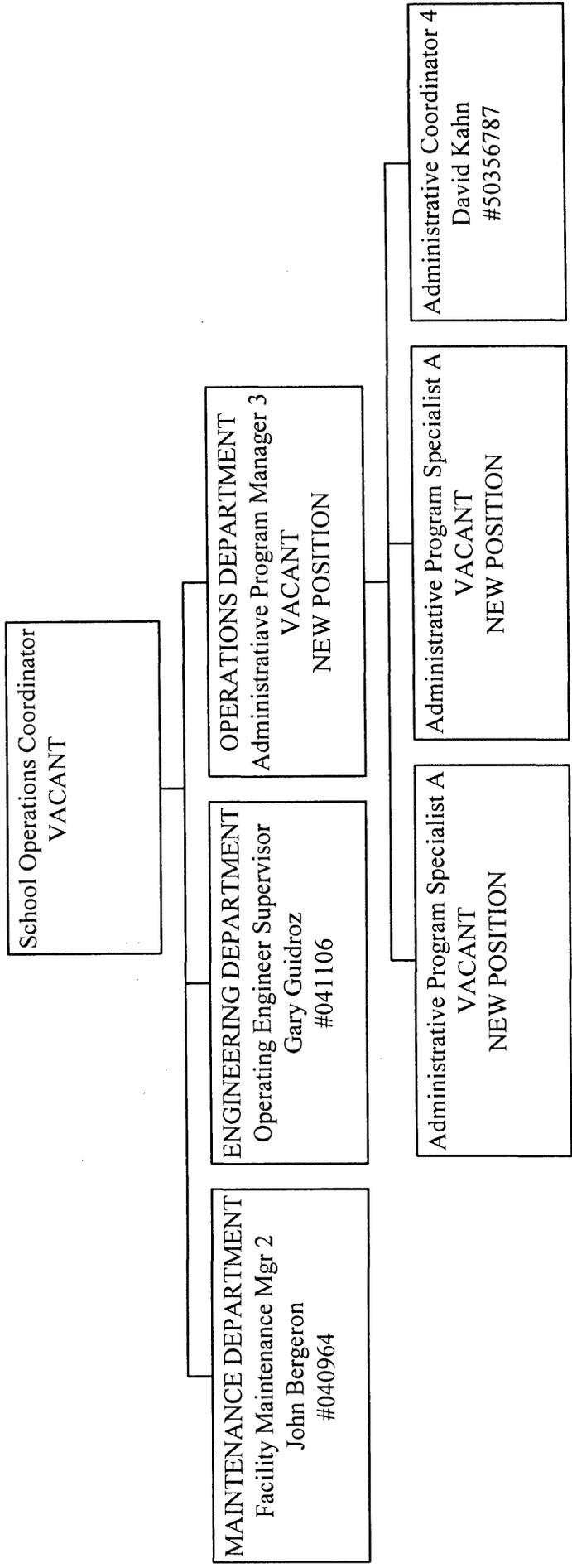
Physical Activity Level - 1

Work is performed in physically comfortable positions: sitting, standing or walking. Light effort is required for such tasks as carrying papers, books, small parts, hand tools or utensils, or similar small items or packages. Work requires very little or occasional light physical effort.

LOUISIANA SCHOOL FOR THE DEAF ORGANIZATIONAL CHART



SCHOOL OPERATIONS DIVISION



CHIEF OF COMPENSATION
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111 - CAPITOL STATION
BATON ROUGE, LA 70804-9111

POSITION DESCRIPTION

ASSIGNED CONSULTANT /
AGENCY

HUMAN RESOURCES USE ONLY	<input type="checkbox"/> AFFIRMED	<input type="checkbox"/> REALLOCATED	MAJOR AGENCY CODE	LOG NUMBER - DSCS
	<input type="checkbox"/> JOB CORRECTION	Up Down Lateral	OFFICIAL JOB CODE	EFFECTIVE DATE / /
OFFICIAL ALLOCATION	<input type="checkbox"/> NEW POSITION	<input type="checkbox"/> RETURNED W/O ACTION		
CONSULTANT	SUPERVISOR	CAREER PROGRESSION GROUP YES NO	MASTER JOB DESCRIPTION YES NO	
COMMENTS			<input type="checkbox"/> INCUMBENCY ALLOCATION	<input type="checkbox"/> FROZEN REVIEW DATE: ___/___/___

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, see instruction sheet.

- NEW POSITION ESTABLISHED UPDATE MASTER
 AGENCY APPEAL JOB CORRECTION 5.3 APPEAL
 EMPLOYEE APPEAL CAREER PROGRESSION GROUP

PERSONNEL AREA CODE 0653	POSITION NUMBER
CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
REQUESTED PAY LEVEL AS613	REQUESTED OFFICIAL JOB CODE 168090

2 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST, MIDDLE Vacant	Employee Qualifies For Job <input type="checkbox"/> Yes <input type="checkbox"/> No	AREA CODE - OFFICE TELEPHONE (225)
DEPARTMENT - OFFICE - DIVISION / BUILDING - CITY - PARISH Louisiana School for the Deaf/Executive/School Operations/Baton Rouge, East Baton Rouge	HUMAN RESOURCES CONTACT Cheryl Alvarez	
DIRECT SUPERVISOR'S NAME Vacant	OFFICIAL TITLE OF SUPERVISOR Administrative Program Manager 3	HUMAN RESOURCES TELEPHONE (225) 757-3213

3 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY

4 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED.

- DETERMINES WORK ASSIGNMENTS RECOMMENDS HIRING/PROMOTIONS TRAINS STAFF
 REVIEWS AND APPROVES WORK PREPARES & SIGNS PPR RATING APPROVES LEAVE

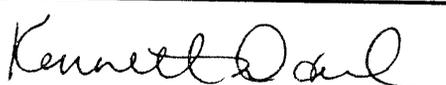
NUMBER OF DIRECT SUBORDINATES

5 ATTACHMENTS

Check to indicate attachments. Please review SF-3 instruction sheet for required attachments.

- Organizational Chart (required) Duties / Responsibilities (required) Comments MJD Position Numbers

6 SIGNATURES

EMPLOYEE	DATE	<input type="checkbox"/> I certify that the information in this document is true and correct to the best of my knowledge. <input type="checkbox"/> I certify that I have reviewed the SF-3. I disagree with a portion of the contents and have attached comments.
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 APPOINTING AUTHORITY (Indicate Title)	DATE 8/25/07	<input checked="" type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the SF-3. I disagree with a portion of the contents and have attached comments.

**DUTIES AND
RESPONSIBILITIES**

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

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PERCENTAGES
MUST
TOTAL 100%

LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

Employee must be able to perform these duties without significant risk or substantial harm to his/her own safety/security of others.

The incumbent of this position performs all duties and functions as the School's Property Control Officer, as delegated by the School Operations Coordinator, who is the school's bonded Property Control Manager. This includes maintaining movable property inventory of approximately 10,000 pieces of equipment with a current value of approximately \$4,900,000, located in 22 buildings on a 117 acre campus.

The incumbent of this position is responsible for the storage and daily issuance of maintenance equipment and tools to the various Operations Division staff, as requested and as depicted on maintenance work order forms.

Employee must be able to perform these duties without significant risk or substantial harm to his/her own safety/security of others.

65% Property Control/Inventory Program

Serves as the School's Property Control Officer.

Manages, agency-wide, the property control/inventory programs inclusive of processing requests for property transfer, tagging of new and donated acquisitions, transfer of surplus property, disposal of damaged property, reporting of stolen property, and annual inventory.

Coordinates program information by maintaining the two automated property control management systems of all of the schools moveable property and generates reports as needed. The Protégé system includes all movable property with an original acquisition cost of \$1,000 or more and the Supplemental Inventory System includes movable property with an acquisition cost less than \$1,000.

Prepares acquisition documents, tags new acquisitions, and enters data into the appropriate database. Coordinates with the Accounting Department/Grant Coordinator in the tagging and tracking of equipment acquisitions funded through State and Federal grants.

Processes Request for Property Transfer forms, inclusive of ensuring appropriate approvals, coordinating with either the Maintenance Department or student workers to perform the actual transfer of property, verifies property has been moved, and updates the appropriate property database. Maintains files of Off-Premises/Acceptance of Movable Property forms for equipment that is utilized/assigned off-campus.

Maintains receipts, issues, and inventory of the school's on-site surplus room.

Monitors equipment that is damaged, obsolete, and/or no longer needed at the school and makes recommendation to the manager for disposal (surplus, scrap, dismantle for parts, etc.). Initiates transfer forms for the disposal of equipment as directed. Arranges with LPAA and the school's Maintenance Department in the disposition of equipment as applicable. Updates appropriate inventory database of dispositions.

Compiles and prints monthly Protégé reports and performs monthly validation of acquisitions and dispositions. Researches discrepancies and notifies manager if follow-up is needed.

Coordinates the annual inventory for the Louisiana School for the deaf by preparation of packets for annual inventory, consisting of instructions and inventory database printouts, for distribution to department heads school-wide.

Schedules and assists in conducting the annual inventory in-service training. Provides technical and functional assistance to personnel to enable them to carry out inventory procedures. Compiles data from completed inventory packets and reconciles information.

Assist supervisor in certifying annual inventory.

Performs random inspections of property to ensure compliance with State Property Control Regulations and to verify physical location of movable property.

Initiates Non-Forced Entry Theft Report and gathers information relative to stolen movable property to be submitted to DOA/LPAA to report the loss.

Provides information to the manager for use in compiling the annual report of property disposals and acquisitions.

Provides information to the manager for use in compiling the semi-annual Blanket Property Policy Exposure Report.

Ensures that the Property Control Section of the Warehouse is open and ready to serve Operations Division staff during scheduled operating hours. Notifies manager should scheduling problems arise necessitating arrangements to be made for coverage. Ensures the Property Control Warehouse is maintained as a secure location for authorized personnel only.

Maintains physical inventory of equipment/tools stored in the Warehouse for issuance. Ensures equipment/tools are identifiable, either with state tags or engraved identification numbers. Operates engraving equipment to mark equipment/tools to be issued.

Processes requests for equipment and tool issues to Operations Division staff. Ensures sign-in/out logs are maintained for all equipment and tools stored in the Warehouse.

Reviews work orders provided by Operations Division staff to ensure equipment/tool requests are in-line with the task being performed in the work order. Confers with Maintenance Manager and/or Division supervisors of discrepancies.

Conducts monthly physical inventory count of equipment and tools stored in the Warehouse and accounts for location of equipment/tools not available to inventory.

Ensures Lost, Stolen, or Damaged Equipment form(s) are completed by staff reporting problems with equipment. Confers with Operations Manager regarding broken or malfunctioning equipment reported by staff and initiates Request for Equipment Repair form(s) for repairs as warranted.

Manages Warehouse Inventory Control Program Database of issues and receipts of warehouse stock. Receives monthly ISIS purchases reports from the Accounting Department and reconciles the Warehouse Inventory Control Database to the ISIS documents. Generates and distributes monthly warehouse reports for departmental tracking of issues and Accounting cost allocating of expenditures. Maintains files of Warehouse purchases and issues.

Prepares, coordinates accounting personnel, and supervises the process of annual warehouse inventory. Reconciles inventory results and prepares journal vouchers to adjust inventory balances. Submits documents to School Operations Coordinator for review and approval.

Ensures Request for Purchases for low or depleted stock in the school's Warehouse are initiated. Researches usage history and low order points to determine quantity of stock to be purchased.

Maintains online warehouse catalog, indicating additions, deletions, and description changes of warehouse stock.

22% Safety Program

Manages, oversees and promotes the School's Safety Program, ensuring program is in compliance with Federal and State Office of Risk Management regulations. Promulgates policies and procedures and promotes the School's Safety Program school-wide.

Serves as School Safety Officer.

Ensures quarterly safety meetings and building inspections are performed campus-wide and documentation is submitted to the Operations Division timely. Coordinates program information by maintaining files through databases tracking system for school-wide safety program compliance. Notifies Division/Department heads when information is not submitted timely. Provides/coordinates training of the School Safety program.

Ensures Accident Investigations are conducted timely, forms are completed accurately by reporting supervisors, and reports are reviewed by the School Safety Officer for follow-up.

Plans and conducts quarterly Safety Committee meetings.

Plans and conducts quarterly safety meetings for Operations Division personnel. Ensures safety inspections and job safety analysis are conducted by Operations Division staff, as depicted in the School's Safety Program.

Ensures Operations Division staff is in compliance with the School's Driver Safety Program.

Coordinates files, documentation, and forms relative to the annual ORM safety audit; schedules audit; and participates in audit activities and follow-up for any on-compliance issues.

HAZARDOUS WASTE PROGRAM

Initiates purchase orders and prepares bid specifications (as needed) for service contracts with DEQ approved vendors for the removal and disposal of hazardous waste generated by the school, such as used motor oil, fixer and developer in the print shop and photo lab, general and medical waste, paint thinner,

used tires, etc. Coordinates removal of waste with contractors and ensures proper manifest forms are provided and kept on file in accordance with DEQ regulations.

Attends DEQ workshops on manifest, notification, and annual reporting of hazardous waste to keep abreast of laws mandated by DEQ regarding storage and removal of the waste and advises appropriate school personnel on procedures to follow to ensure that the School is in compliance. Initiates corrective action as needed, utilizing guidelines established by the DEQ. Compiles Annual Hazardous Waste Report to be submitted to DEQ.

Initiates purchase orders and prepares bid specifications (as needed) for the annual testing, repairing and/or upgrading of the school's underground gasoline, diesel and used oil storage tanks, as required to ensure that the tanks are in compliance with the DEQ regulations. Ensures that the underground storage tanks are certified annually by the DEQ.

12% Administrative/General Duties

Supervises Student Worker(s) assigned to the Warehouse/Property Control, assigning day-to-day tasks and monitoring work assignments relative to property control and warehousing activities. Duties include interviewing and making recommendations for new hires, training, scheduling work hours, and reporting problems to the Manager for follow-up.

Plans job tasks for LSD students assigned to the Warehouse/Property Control as part of the school's comprehensive vocational education curriculum, which incorporates classroom activities with actual on-the-job training. This program is designed to provide students with entry level stock clerk skills to enter the job market.

Performs custodial task, including sweeping, mopping, stripping, waxing, dusting, cleaning restroom, cleaning loading dock, removing garbage, material and equipment, etc., to ensure Property Warehouse is clean.

Performs quarterly Property Warehouse Building Inspections in accordance with the Schools Safety Program. Promotes good safety practices in the Warehouse in accordance with the Schools Safety Program and makes suggestions regarding implementation of new safety practices as deemed necessary. Ensures appropriate personal protective equipment is utilized in the daily operation of the Warehouse. Attends quarterly safety meetings scheduled and conducted by the Operations Division.

Maintains filing systems of Property Control records, and assures accurate documents are readily available for audits.

Participates in the determination and implementation of policies and procedures relative to the School's Property Control Program.

Attends career enrichment CPTP classes and LPAA in-service trainings to keep abreast of changes in property control rules/regulations.

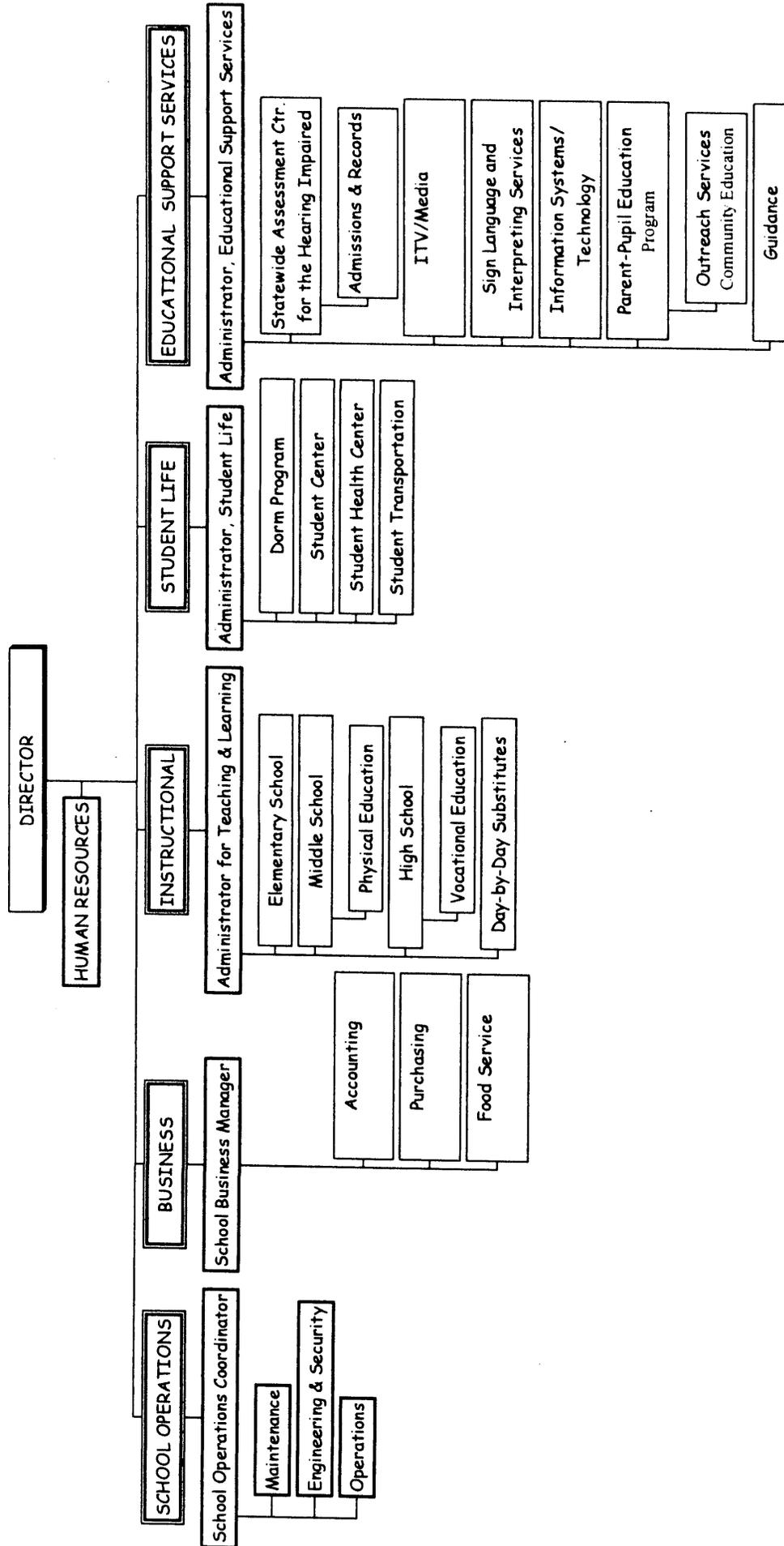
Maintains a working knowledge of Warehouse operations and provides back-up to the Administrative Coordinator 4 as needed.

1% All other duties as assigned

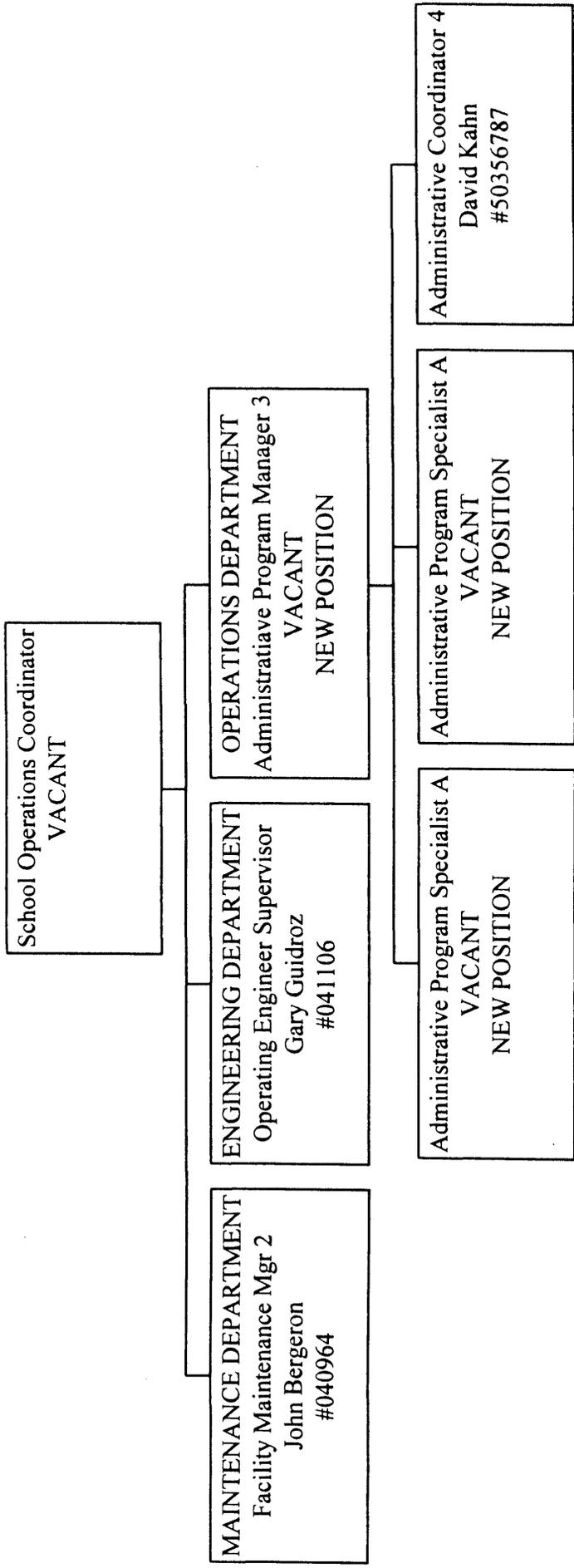
Physical Activity Level - 5

Work requires strenuous physical exertion for such activities as climbing, lifting objects weighing over fifty pounds, crouching or crawling in restricted areas. Work has some demand for more than ordinary strength or endurance.

LOUISIANA SCHOOL FOR THE DEAF ORGANIZATIONAL CHART



SCHOOL OPERATIONS DIVISION



CHIEF OF COMPENSATION
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111 - CAPITOL STATION
BATON ROUGE, LA 70804-9111

POSITION DESCRIPTION

ASSIGNED CONSULTANT /
AGENCY

HUMAN RESOURCES USE ONLY	<input type="checkbox"/> AFFIRMED	<input type="checkbox"/> REALLOCATED	MAJOR AGENCY CODE	LOG NUMBER - DSCS
	<input type="checkbox"/> JOB CORRECTION	Up Down Lateral		
	<input type="checkbox"/> NEW POSITION	<input type="checkbox"/> RETURNED W/O ACTION		
OFFICIAL ALLOCATION			OFFICIAL JOB CODE	EFFECTIVE DATE / /
CONSULTANT	SUPERVISOR	CAREER PROGRESSION GROUP YES NO	MASTER JOB DESCRIPTION YES NO	
COMMENTS			<input type="checkbox"/> INCUMBENCY ALLOCATION	<input type="checkbox"/> FROZEN REVIEW DATE: ___/___/___

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, see instruction sheet.

- NEW POSITION ESTABLISHED UPDATE MASTER
 AGENCY APPEAL JOB CORRECTION 5.3 APPEAL
 EMPLOYEE APPEAL CAREER PROGRESSION GROUP

PERSONNEL AREA CODE 0653	POSITION NUMBER
CURRENT OFFICIAL JOB TITLE	CURRENT PAY LEVEL
REQUESTED OFFICIAL JOB TITLE ADMINISTRATIVE PROGRAM SPECIALIST--A	REQUESTED OFFICIAL JOB CODE 168090

2 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST, MIDDLE Vacant	Employee Qualifies For Job <input type="checkbox"/> Yes <input type="checkbox"/> No	AREA CODE - OFFICE TELEPHONE ()
DEPARTMENT - OFFICE - DIVISION / BUILDING - CITY - PARISH Louisiana School for the Deaf/ Executive/School Operations/ Baton Rouge, East Baton Rouge		HUMAN RESOURCES CONTACT
DIRECT SUPERVISOR'S NAME Vacant	OFFICIAL TITLE OF SUPERVISOR Administrative Program Manager 3	HUMAN RESOURCES TELEPHONE (225) 757-3207

3 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY

4 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED.

- DETERMINES WORK ASSIGNMENTS RECOMMENDS HIRING/PROMOTIONS TRAINS STAFF
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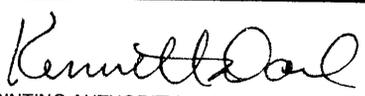
NUMBER OF DIRECT SUBORDINATES

5 ATTACHMENTS

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- Organizational Chart (required) Duties / Responsibilities (required) Comments MJD Position Numbers

6 SIGNATURES

EMPLOYEE	DATE	<input type="checkbox"/> I certify that the information in this document is true and correct to the best of my knowledge. <input type="checkbox"/> I certify that I have reviewed the SF-3. I disagree with a portion of the contents and have attached comments.
DIRECT SUPERVISOR	DATE	<input type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the SF-3. I disagree with a portion of the contents and have attached comments.
 APPOINTING AUTHORITY (Indicate Title)	8/20/07	<input checked="" type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the SF-3. I disagree with a portion of the contents and have attached comments.

DUTIES AND RESPONSIBILITIES

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PERCENTAGES
MUST
TOTAL 100%

LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

The Louisiana School for the Deaf is a residential school, serving students throughout Louisiana who are deaf or hard of hearing (pre-school through high school), operating seven days a week, 24 hours a day. There are approximately 300 employees and approximately 500 students served on campus and statewide.

Employee must be able to perform these duties without significant risk or substantial harm to his/her own safety/security of others.

20% TELECOMMUNICATIONS PROGRAM

Administers the school's Lucent Technologies Definity PBX telephone system and Intuity voice mail system, including two operator consoles, over 225 telephone extensions and fax lines, and approximately 400 staff voice mail boxes with secondary language capability for the deaf and hearing impaired.

Implements approved telecommunications requests, such as administrative/software changes, new dedicated data lines, new pager services, etc.

Performs all administrative/software changes, such as adding/deleting/ relocating extensions, changing class of service, class of restriction, creating pick-up groups, system features, etc., utilizing the Definity PBX and Intuity voice mail computer system.

Assist in planning and coordinating new technical telecommunications projects, equipment upgrades, and replacement of broken equipment and/or supplies and routes to the Office of Telecommunications Management for approval, processes purchase orders, ensures delivery, and coordinates installation of equipment/lines in appropriate Department/Section. (Coordinates disposal of broken, damaged, and obsolete telecommunications equipment.)

Solicits quotes and initiates purchase orders and/or correspondence to the Office of Telecommunications Management (OTM) for procurement of services requiring contracted vendors, such as wiring installations for new extensions, installation of dedicated data lines, pager services, fiber optic cabling, etc. Identifies for manager any significant discrepancies in equipment or services provided by contracted vendors dispatched by OTM.

Attends seminars/conferences and monitors OTM Information Service Notices and Catalog of Services to keep abreast of changes in policy and/or procedures in the State's telecommunications management and promulgates information to Division/Department heads and other appropriate school personnel. Provides training in the use of the telephone system.

Assist with the administration the Federal Communication Commission/School's and Libraries Corporation (SLC) ERATE Funding Program at LSD. This program provides funding to schools and libraries to off-set the cost of certain telecommunications expenditures based upon the schools free and reduced meal eligibility. Coordinates with the FCC/SLC, Office of Telecommunications Management, and LSD technology staff to gather information; compiling and submitting the annual applications for funding, submittal of required on-line forms and written correspondence for acceptance and receipt of services, reviews disbursements to ensure OTM

receives payment from the FCC for services provided to the school. Keeps abreast of the rules and regulations set forth by the FCC and ensuring that the strict guidelines are adhered to.

25% PREVENTIVE AND CORRECTIVE MAINTENANCE PROGRAM

Manages and implements the schools comprehensive Preventive Maintenance Program. This program includes issuance of work orders designed to provide preventive maintenance to the school's 22 buildings, equipment, and vehicle fleet. This program is designed to schedule tasks to prolong the useful life of property and equipment and prevent major breakdowns from occurring.

Manages scheduling and issuing monthly, quarterly, semi-annual and annual preventive maintenance work orders to all sections of the Operations Division, including engineering, specialty crew, grounds/ mechanic and custodial/laundry sections.

Responsible for tracking work orders issued to ensure work is performed timely and work orders are documented accurately. Notifies Manager if work orders are not performed timely and/or discrepancies. Prepares reports on work order projects and long term projects that are pending and completed.

Reviews incoming request forms (e.g. maintenance, telecommunication, proper control, physical plant, operations, etc.) from faculty/staff, creates work order, and assigns to appropriate area/personnel for action to be taken.

Manages Warehouse Inventory Control Program Database of issues and receipts of warehouse stock. Receives monthly ISIS purchases reports from the Accounting Department and reconciles the Warehouse Inventory Control Database to the ISIS documents. Generates and distributes monthly warehouse reports for departmental tracking of issues and Accounting cost allocating of expenditures. Maintains files of Warehouse purchases and issues.

Prepares, coordinates accounting personnel, and supervises the process of annual warehouse inventory. Reconciles inventory results and prepares journal vouchers to adjust inventory balances. Submits documents to Manager/Supervisor for review and approval.

Ensures Request for Purchases for low or depleted stock in the school's Warehouse are initiated. Researches usage history and low order points to determine quantity of stock to be purchased.

Maintains online warehouse catalog, indicating additions, deletions, and description changes of warehouse stock.

20% PERFORMANCE PLANNING AND REVIEW PROGRAM

Coordinates the Performance Planning and Review program for the Operations Division, which includes approximately 50 employees.

Maintains PPR database to monitor deadlines for individual employee PPR planning sessions and review sessions. Notifies supervisors of upcoming deadlines for employee PPR's and ensures planning and review sessions are conducted and documentation is submitted to the School Operations Coordinator timely.

Reviews PPR documents with supervisor prior to planning and review sessions to ensure completeness and accuracy and that documentation supports the rating. Informs Operations Coordinator of discrepancies.

Maintains pending and completed files of all Performance Planning and Review documentation for the Division.

10% BUDGET MANAGEMENT

Compiles school wide historical and present data, utilizing maintenance and purchasing records, relative to school wide operations expenditures (e.g. Bldg maintenance, the school's vehicle fleet, HVAC and fire alarm contactor, etc) and submits information to the Operations Coordinator for inclusion in the School's Annual Budget Estimates and Requests.

Tracks current FY expenditures for compliance to budgeted allocations. Directs ERATE grants monies (e.g. funds approximately \$100,000.00).

20% ADMINISTRATIVE DUTIES

May assist manager in researching and writing comprehensive, technical bid specifications for procurement of operations related equipment, supplies, construction projects, and maintenance contracts for the facility where mandated by law or when determined to be in the best interest of the State. Attends and participates in pre-bid conferences as scheduled by the Purchasing Department.

Coordinates, facilitates, and documents Operations Division employees' training.

Answers telephone calls for the Division Head. May assist staff with such activities as travel request, supply requisitions, injury reports, insurance forms, etc. Obtains information from other departments as needed.

Supervises college student workers in the maintenance of general/supervisor files for the Division. Trains student workers in departmental procedures.

Serves as the Time Administrator for the Operations division (approximately 50 employees). Confirms and verifies, and documents any inconsistencies between timesheets and time cards information.

Attends all Operations Division meetings and records attendance and topics discussed.

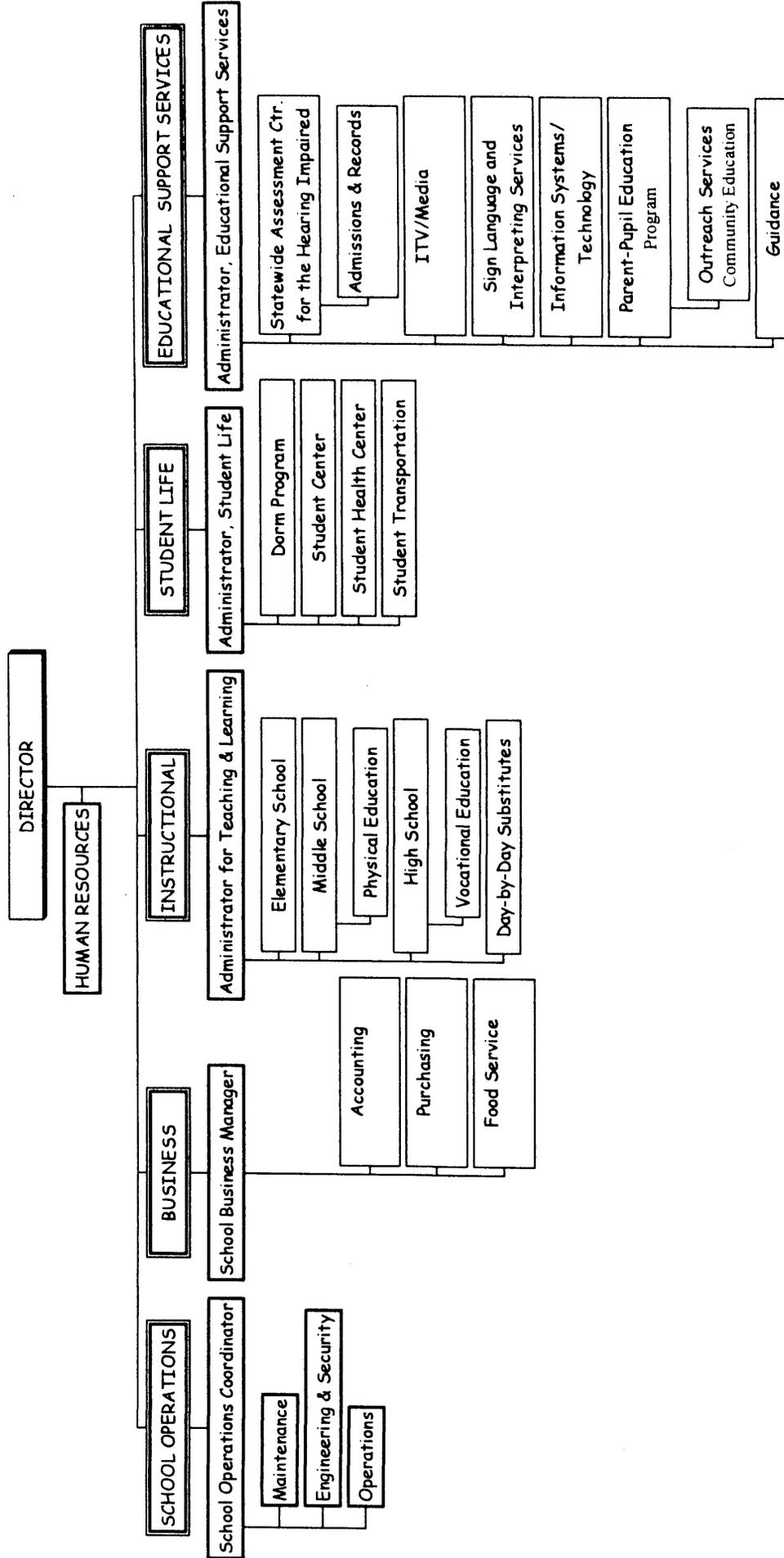
Attends career enrichment CPTP classes, departmental safety meeting, division-wide and school-wide in-service trainings as required.

5% All other duties as assigned

Physical Activity Level - 1

Work is performed in physically comfortable positions: sitting, standing or walking. Light effort is required for such tasks as carrying papers, books, small parts, hand tools or utensils, or similar small items or packages. Work requires very little or occasional light physical effort.

LOUISIANA SCHOOL FOR THE DEAF ORGANIZATIONAL CHART

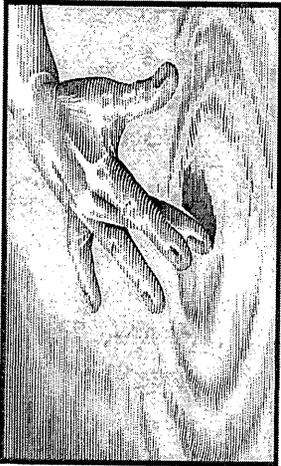




“touching tomorrow....today”

Reminders

**School property is for school
use ONLY.**



“touching tomorrow...today”

Reminders

**Use of state vehicles are for
official school business ONLY.**



LOUISIANA SCHOOL FOR THE DEAF

Post Office Box 3074, Baton Rouge, Louisiana 70821-3074

2888 Brightside Lane 70820
 Telephone: (225) 769-8160
 Fax: (225) 757-3424
 LA Toll Free: (888) 769-8111
 www.lalsd.org

Established 1852
 Accredited by CEASD

MEMORANDUM

TO: LSD Faculty and Staff

FROM: Kenneth David 
 Interim Director

DATE: September 26, 2007

RE: **Use of School Property, Disposal of Equipment & Supplies, Performing Personal Work, Donations**

This memorandum serves as a follow up to reminders shared with you at the faculty and staff meeting at the opening of school on 8/6/07, and as a directive regarding the following school policies:

1. **Use of School Property**
 School owned property and equipment is for school use only. Faculty and staff are prohibited from borrowing or removing any equipment or property from campus. This includes school property that is no longer in use and has been thrown away. All property and equipment no longer in use must be disposed of through surplus and/or through waste disposal (such as trash bins/receptacles, garbage cans, etc.). Any exceptions must be approved in writing by the school Director.
2. **Performing Personal Work**
 Faculty and staff are prohibited from performing personal work for themselves or other employees or for friends or family on LSD premises or using LSD equipment. Examples include but are not limited to: car repairs and/or maintenance, computer repairs and/or maintenance, use of computer, use of copier, etc.
3. **Donations**
 All donations (monetary, property, volunteer services) are to be handled through Trish Mann, School Social Worker for Outreach Services, at extension 327. The School Social Worker will determine if the school will accept the donations. Faculty and staff are prohibited from personally accepting any donations made to the school.

Regardless of what practices may have been acceptable in the past, we are making these changes to ensure that the school is in compliance with state regulations. Engaging in any of these practices may subject you to disciplinary action.

My signature below indicates I have read and agree to comply with the directives above.

 Signature

 Date



“touching tomorrow....today”

Reminders

**ALL donations of money,
material, or equipment must
be handled through
Trish Mann.**



“touching tomorrow....today”

Information

- **Employee of the Month – Business Division will suspend current practice and follow what other divisions are doing**
- **Donation of equipment and supplies must be processed through Trish Mann.**



Louisiana School for the Deaf *Attachment 13*

Post Office Box 3074, Baton Rouge, Louisiana 70821-3074

2888 Brightside Lane 70820
 Telephone: (225) 769-8160
 Fax: (225) 757-3424
 LA Toll Free: (888) 769-8111
 www.lalsd.org

Established 1852
 Accredited by CEASD

MEMORANDUM

TO: Security Guards **DATE:** July 26, 2007

FROM: Audrey Gaultier *AG* **COPIES:** Mr. Jenkins
 Interim Business Manager Mr. David

RE: Directive – Inspecting Vehicles Mr. Bergeron
Mr. Guidroz
Leadership Management
Team

In an effort to prevent the unauthorized removal of state equipment from LSD campus, effective immediately, Security Guards are directed to observe all vehicles leaving campus. If by observation, you have reason to suspect a person is leaving campus with LSD equipment that is not authorized, you are to stop the vehicle and inquire. If the person is taking equipment off campus and does not have a document giving permission, ask the person to park and wait until you receive clearance. You are to contact a supervisor immediately. If you cannot reach Mr. Guidroz or me, you can contact Mr. Bergeron or Mr. David for assistance. Any incident is to be documented in the security log.

Mr. Guidroz	Ms. Gaultier
Office: ext. 219 or 234	Office: ext.
Cell: 718-3866	Cell: 933-8841
Home: 627-6734	Home: (225) 665-9515
Mr. Bergeron	Mr. David
Office: ext. 236 or 238	Office: ext. 202
Cell: 229-3980	Cell: 202-2182
Home: 383-9504	Home: ext. 301

Your signature below confirms that you have read and understand the above directive.

_____, Guard

_____, Date

File: Original Signatures Maintained in
 Office of School Operations Coordinator

Attachment 14

From: Joan Goings
To: Kenneth David
Date: 9/10/2007 11:18 am
Subject: FW: Posting Whistleblower Statute

CC: HR Staff; Audrey Gaultier; Joan Goings; Laurie ...
FYI...

<http://www.dscs.state.la.us/default.htm>

STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
BATON ROUGE, LOUISIANA

August 31, 2007

General Circular No.1711

To: Heads of State Agencies and Human Resource Directors
Subject: Whistleblower Statute Act 148 of the 2007 Regular Legislative Session
Issue Date: August 31, 2007

Posting Whistleblower Statute

Act 148 of the 2007 Regular Legislative Session requires all agency heads to post, and maintain at a convenient, conspicuous point in any building in which more than 10 public employees are employed, a notice, as developed by the Board of Ethics, as to the provisions of the Whistleblower Statute in the Code of Governmental Ethics (R.S. 42:1169).

The notice may be downloaded at the following link: Whistleblower Statute Notice

If you have any questions regarding this general circular, please contact the Ethics Administration at (225) 763-8777.

Sincerely,

s/Anne S. Soileau
Director

CREATIVE TOUCH
 7725 JEFFERSON HWY
 BOCAGE VILLAGE
 BATON ROUGE, LA 70809

Invoice No. 103784
 Date: 05/02/06
 Page No. 1

Sold LOUISIANA STATE UNIVERSIT
 To P.O. BOX 25115

BATON ROUGE, LA 70893

Cust 3883321 Ship date 05/01/06 Ord No. 50102
 Salesman CRE Terms CASH ON DELIVER Ord date 05/02/06

 Quantity Unit Item Number Description Price Unit Extension

Quantity	Unit	Item Number	Description	Price	Unit	Extension
			FOR THE SCHOOL FOR THE DEAF			
64	EA	S-KP60-SHIRT	SHIRT, PORT, PIQUE, 100%,	10.50	EA	672.00
10	EA	S-KP60-SHIRTXXL	SHIRT, PORT, PIQUE, 100%, XXLARGE	12.25	EA	122.50
10	EA	S-KP60-SHIRTXXX	SHIRT, PORT, PIQUE, 100%, XXXLARGE	14.25	EA	142.50
2	EA	S-KP60-SHIRXXXX	SHIRT, PORT, PIQUE, 100%, XXXXLARGE	16.25	EA	32.50
1	EA	S-5011-XXXXXLAR	SHIRT, 100%, PIQUE, XXXXXL, PUT THE LOGO ON THE LEFT CHEST LOGOSDM CODE-LSU-BAN 1. YELLOW 1135 2. WHITE 3. RED 4. WHITE	28.75	EA	28.75

Reed
SD

SHARON LEE ORDERED
 LOUISIANA SCHOOL FOR THE
 DEAF
 757-3220

MAUREEN TOOK ORDER

SHARON LEE
 4715-2900-0332-8247
 EXP. 02/08

 Str: 1 Reg: 2 Drw: 2 Usr:R2 11:56 Sale Amt 998.25
 CCAR 998.25 Sales Tax .00
 Total 998.25
 Pmt Rec'd 998.25
 Bal Due .00

SIGNATURE: _____

VISA ag

LOUISIANA SCHOOL FOR THE DEAF

Request for Purchase

2888 Brightside Lane - P.O. Box 3074 - Baton Rouge, LA 70821-3074
 Telephone: Voice/TDD (225) 769-8160 Fax No. (225) 757-3227
 Federal Tax Identification No.: 72-6000808-Exempt from Sales Tax

REQUESTOR/DEPT. Guiding Practices EXT # 216 DATE 4/6/07
 DEPT. HEAD/SUPV. TEACHER _____ DATE _____
 DIVISION HEAD _____ DATE _____
 FUNDING SOURCE: State IAT/Self Gen _____ Name _____ Other _____ Name _____
 Enterprise Fund Activity Fund _____ Name/Fund Number _____

Check # _____
 Balance _____

NON-BUDGETED EQUIPMENT
 Approved By _____ Date _____
Superintendent

JUSTIFICATION for Employee Recognition

SUGGESTED VENDOR:
 Name: Best Impressions DELIVERY TO BE MADE AT:
 Address: _____ Dept. _____
 City: _____ State/Zip: _____ Bldg. _____ Rm. _____
 Phone: 800-635-2318 Fax: 815-183-8346 Delivery Date Request: _____
 Website: TCORLESS@bestimpressions.com Exp. Org. _____
 Obj. Code _____

REQUESTED METHOD OF PROCESSING: Trust a
 Requestor to Handle
 Purchasing Dept. to Order

Date Ordered 4/16/07 Phone (Fax)
 Contact _____

SPECIAL PROCESSING:
 Walk-through* Prepay
 *Division Head Initials Required: _____

(Remember you are making four copies so use a ball point and press hard.)

OFFICE USE ONLY	
LSD REQ. NO.:	<u>71765</u>
P.O./R.O.:	
DATE INITIATED:	<u>4/6/07</u>
PURCH AUTH:	<u>EW 61 ag</u>
COST CENTER:	<u>1210</u>
OBJET CODE:	<u>3100</u>
SUB-OBJECT:	<u>4/16/07</u>
ACTIVITY (TECH) Circle: Yes	
BA 22 NO.:	
CROSS REF.:	
VENDOR #:	
STATE CONTRACT #:	
DELIVERY/COMPLETION DATE/INITIALS:	<u>4/27/07</u>
NOTES:	

ITEM NO.	NAME AND DESCRIPTION	QTY.	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE	Office Use Only
1.	<u>Six Pack Cookies # N133 NAVY w/ WHITE Letters</u>	80 <u>82</u>	<u>ea</u>	<u>3.36</u>	268.80 <u>275.52</u>	
2.	<u>Set up charge / at fee</u>	<u>1</u>	<u>ea</u>	<u>60.00</u>	<u>60.00</u>	
3.	<u>Shipping (overnight) VISA</u>		<u>ea</u>	<u>25.00</u>	<u>25.00</u>	
						<u>328.80</u>
						<u>362.00</u>

not to exceed \$400

Freight

TOTAL

Best Impressions

345 N. Lewis Ave., Oglesby, IL 61348
 Phone: 800-635-2378

Order Acknowledgement 486879

TO: AUDREY-2ND REQUEST

FROM: TRICIA EXT 283
 DATE: 4/13/07

Invoice To: LOUISIANA SCHOOL FOR THE DEAF AUDREY GAULTIER 2888 BRIGHTSIDE DR BATON ROUGE LA 70820	Ship To: LOUISIANA SCHOOL FOR THE DEAF AUDREY GAULTIER 2888 BRIGHTSIDE DR BATON ROUGE LA 70820
--	---

Quantity*	Description	Unit Price	Amount
80	N133 SIX-PACK COOLER	3.36	268.80
1	SET UP CHARGE	50.00	50.00
1	ART ART SERVICE CHARGE	10.00	10.00
1	PEN 25 FREE PENS-SHIPS SEPARATELY	.00	.00
APRIL SHOWERS BRING GREAT SAVINGS!!ASK ABOUT OUR PHONE SPECIALS TODAY!			

***Due to our imprinting process, we reserve the right to ship and bill up to 10% over or under the quantity ordered.**

Order Total*	328.80
---------------------	--------

Item Color:	NAVY
Imprint Color:	WHITE
Imprint Placement:	
Shipping:	U P S
Date Needed:	4/27/07
<i>(Pending approval within 24 Hrs.)</i>	

*Total does not include Sales Tax (if applicable) or freight. Actual freight billed after shipment is made.

ORDER TOTAL CHARGED WHEN SENT TO PRODUCTION

Additional Information:	
Art confirmation to be faxed separately. Please confirm all order and imprint information is correct before signing and faxing back approval forms. Shipping/Packaging & Handling will be billed after shipment is made.	
Imprint: Navy Coolers White Imprint	Free Pen Imprint: Louisiana School for the Deaf Business Division

This form must be signed and returned via fax 815-883-3007 to proceed with your order.


 Approval signature of authorized agent for your company

Thank you for your order!

LA. SCHOOL FOR THE DEAF
Rewards and Recognition
Policies and Procedures

The Louisiana School for the Deaf (LSD) shall apply Rule 6.16.1, subject to the following conditions and provisions, as its Rewards and Recognition Policy. This policy becomes effective upon the signature of the LSD Superintendent and the approval of the State Civil Service Commission and the State Board of Elementary and Secondary Education (BESE). Subsequent revisions shall become effective on the date the revisions are approved and signed by the LSD Superintendent and the approval of the State Civil Service Commission and the State Board of Elementary and Secondary Education (BESE).

Depending on the availability of funding, lump sum awards may be granted for the specific reasons as outlined below. Any monetary awards received by classified employees under these policies cannot exceed a total of 9% of his/her annual base salary within a fiscal year. Any monetary award granted is restricted to full-time employees whose most recent performance evaluation was "Meets Requirements" or above on the PPRS for classified employees or "Acceptable" on the PEP for unclassified employees. Any award granted shall not duplicate any other compensation received pursuant to any other Civil Service rule or policy established by BESE. All certifications/licenses outlined below must have been earned after implementation of this policy and after being hired at LSD.

In order to receive a monetary award, appropriate documentation must be presented to the Human Resources Department.

1) **COMMERCIAL DRIVER'S LICENSE**

Employees who receive a Commercial Driver's License (CDL) and agree to drive school vehicles for the purpose of transporting students will receive a one-time award of \$250. The CDL must have been obtained after being hired at LSD and cannot be a part of the minimum qualifications for the employee's current position or a requirement for obtaining permanent status. Employees who receive this award must agree to maintain appropriate renewals of the license. For renewal of the license and continuing to perform these duties, employees will receive a one-time award of \$125. To be eligible for either award, the employee's supervisor and Department/Division Heads must certify that the employee will be needed to transport students.

2) **LIFE GUARD CERTIFICATION**

Employees who receive Red Cross certification as a lifeguard and agree to perform lifeguard duties while students are swimming in the school's pool will receive a one-time award of \$250. The certification must have been obtained after being hired at LSD. Employees who receive this award must agree to maintain appropriate renewals of the certification (annual CPR certification and lifeguard retraining every three years). For renewal of the certification and continuation of these duties, employees will receive a one-time award of \$125. To be eligible for either award, the employee's supervisor and Department/Division Heads must certify that the employee will be needed to perform lifeguard duties.

3) CEASD CERTIFICATION FOR DORMITORY COUNSELORS

Employees working in the Student Life Division who obtain CEASD (Conference of Educational Administrators of Schools and Programs for the Deaf, Inc.) Certification for Dormitory Counselors will receive an award as follows:

Class C - \$150

Class B - \$300

Class A - \$500

Awards are limited to once a fiscal year and will be paid upon receipt of the certification. To be eligible, the certification must have been obtained after being hired at LSD and that particular level of certification cannot be part of the minimum requirements for the position currently held by the employee.

4) CPI, CPR, LIFE GUARD INSTRUCTOR CERTIFICATION

Employees who receive certification as a CPI (Crisis Prevention Intervention) Instructor, CPR (Cardio-pulmonary Resuscitation) Instructor, or a Lifeguard Certification Instructor and agree to train/certify LSD employees will receive a one-time award of \$500. The certification must have been obtained after being hired at LSD. Employees who receive this award must agree to maintain appropriate renewals of the certification. For each renewal of the certification and continuation of training duties, employees will receive a one-time award of \$250. To be eligible for either award, the employee's supervisor and Department/Division Heads must certify that the employee will be needed to perform training.

5) TEACHER OF THE YEAR

Following criteria and procedures prescribed by BESE, a "Teacher of the Year" will be selected at the beginning of each school year. The recipient will be announced to staff and students. The teacher receiving this recognition will receive a \$500 salary addendum to his/her contract.

6) OUTSTANDING SCHOOL SUPPORT EMPLOYEE

Following criteria and procedures prescribed by BESE, an "Outstanding School Support Employee" will be selected annually. The employee who is selected will receive a certificate (valued at \$5.00) and an award of \$300 from LSD. The recipient will be recognized at one of the monthly meetings of BESE. The recipient will also be recognized at the annual LSD Back to School meeting. The monetary award will then be paid to the recipient on his/her next paycheck.

All employees except those who are required to hold a current teacher's certificate as a condition of employment are eligible for this award. The LSD awards committee will consist of the Human Resources Director (or representative) and one representative from each Division (Student Life, Business, Instructional, and Educational Support Services).

7) SCPI RATING

For each level obtained on the Sign Communication Proficiency Interview (SCPI) as certified by the Sign Language/ Interpreting Services Department, an employee will receive an award of \$250. Awards are limited to \$250 within a fiscal year and will be paid upon receipt of the certification. To be eligible, the certification must have been obtained after being hired at LSD and must be greater than the SCPI level established for effective job performance for the employee's current position as specified in the Operational Procedures for Sign Communication Proficiency Interview (SCPI). Employees in the Student Life Division receiving premium pay for the SCPI are not eligible for this award.

8) CPTP MANAGEMENT DEVELOPMENT CERTIFICATES

Employees who earn CPTP (Comprehensive Public Training Program) management development certificates will receive the following awards:

- Certificate for Building Effective Teams - \$125
- Certificate for Managing People - \$125
- Certificate for Managing Work - \$125
- Certificate for Advanced Managerial Skills - \$125
- Certified Public Manager Certificate - \$500

To be eligible, the applicable certificate must have been earned after being hired at LSD. Awards will be given upon receipt of the certificate.

9) YEARS OF SERVICE RECOGNITION

Employees will be recognized for their cumulative years of service to the school beginning with 20 years and in five year increments thereafter. Employees will receive a certificate (valued at \$5.00) and a service pin (valued at \$5.00) indicating the applicable service category. Additionally, employees with 25 years or more service will receive a wooden plaque of a hand signing "I Love You" with appropriate engraving (value not to exceed \$50). The plaque will be given only once to an employee as a recognition of service to the school. Recipients will be recognized and awards presented during the annual LSD Back to School meeting. Employees must reach the years of service category by August 31 of the applicable school year.

10) RETIREMENT RECOGNITION

Employees will be recognized upon their official retirement from state service. Retirees will receive a gift not to exceed \$50. Recipients will be recognized and gifts presented during the annual Retirement Recognition Program held at the end of each school year.

11) STATE EMPLOYEE RECOGNITION DAY

All employees of the School will be recognized annually on the day proclaimed by the Governor as State Employee Recognition Day in Louisiana. Employees may receive, depending on the availability of funds, a certificate or an object, such as a mug, pen, paper weight, etc., with the school and/or state emblem on it (value not to exceed \$10.00).

12) Following criteria and procedures developed and implemented by a committee of employees appointed according to stated procedures and approved by the School Superintendent, up to four classified employees will be selected at the end of each month to be recognized for outstanding performance. Those selected will be announced to staff and students. The employees so recognized will receive a lump sum payment up to \$50. Any individual employee may receive this award only once in a fiscal year. This award will be piloted for a minimum of one year in the Business Division where the majority of classified employees are assigned.

These policies and procedures will be posted in the Administration Building and will be distributed to all Department/Division Heads for posting in their respective areas. An annual report of the recipients of these awards will be prepared by the Human Resources Department and will be sent to the Department of Civil Service. A list of recipients will also be posted and distributed to all Department/Division Heads for further distribution to their employees. The Human Resources Department will maintain all documentation related to awards granted under these policies.

s/Luther B. Prickett
Luther B. Prickett, Superintendent

November 18, 2004
Date

Approved
Civil Service Commission

January 5, 2005
Date

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE**

**P.O. BOX 94111, CAPITOL STATION
BATON ROUGE, LA 70804-9111**

A G E N D A

**STATE CIVIL SERVICE COMMISSION
TUESDAY, JANUARY 4, 2005**

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- 1) **9:00 a.m.** Public hearing of the appeal of **DHH, et al vs. DEPARTMENT OF STATE CIVIL SERVICE**, Docket No. **15438**. Frank H. Perez is representing DHH: individual appellants are self-represented; and Robert R. Boland, Jr. is representing the Department of State Civil Service.

LIMITED TO: consideration of the motion for summary disposition THE APPEAL WAS CONTINUED.

- 2) **9:00 a.m.** Public hearing of the appeal of **MINNIE TAYLOR AIKENS vs. LOUISIANA TECHNICAL COLLEGE-CENTRAL OFFICE**, Docket No. **S-15449**. Exkano Philson is representing the employee; and Jerry Stovall, Jr. is representing the agency. THE APPEAL WAS HEARD AND TAKEN UNDER ADVISEMENT.

- 3) **9:00 a.m.** Public hearing of the appeal of **JOY LONIBOS vs. DEPARTMENT OF REVENUE**, Docket No. **15488**. The employee is self-represented; and Winston DeCuir, Jr. is representing the agency. THE APPEAL WAS DISMISSED FOR NON-APPEARANCE BY MS. JOY LONIBOS.

- 4) **9:00 a.m.** Public hearing of the appeal of **BEN MORRISON, JR. vs. DEPARTMENT OF REVENUE**, Docket Nos. **15508**. Mark Falcon is representing the employee; and Winston DeCuir, Jr. is representing the agency. THE APPEAL WAS CONSOLIDATED WITH CLYDE ROBERTSON VS. DEPARTMENT OF REVENUE, DOCKET NO. 15526, WAS HEARD AND TAKEN UNDER ADVISEMENT.

- 5) **9:00 a.m.** Public hearing of the appeal of **CYLDE ROBERTSON vs. DEPARTMENT OF REVENUE**, Docket No. **15526**. Leon Harrel, Jr. is representing the employee; and Winston DeCuir, Jr. is representing the agency. THE APPEAL WAS CONSOLIDATED WITH BEN MORRISON, JR. VS. DEPARTMENT OF REVENUE, WAS HEARD AND TAKEN UNDER ADVISEMENT.

GENERAL BUSINESS SESSION**WEDNESDAY, JANUARY 5, 2005****9:00 A.M.**

(LOUISIANA PURCHASE, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- 6) Director's Report **(No Attachment)**
- 7) Employee Opportunity to Address the Commission. (No Requests)
- 8) Election of Officers:

Chairman - JAMES A. SMITH WAS NOMINATED AND ELECTED CHAIRMAN BY ACCLAMATION.

Vice-Chairman - BURL CAIN WAS NOMINATED AND ELECTED VICE-CHAIRMAN BY ACCLAMATION.

- 9) Consideration of the following requests for authority, under the provisions of Civil Service Rule 6.16.2, for an Optional Pay Adjustment for additional duties: (Appearances by representatives of the Agencies.)
 - a. Department of Treasury for a 10% base pay optional pay adjustment for Ms. Linda Yelverton, Retirement Benefits Supervisor/Consultant. THE COMMISSION GRANTED 5% BASE PAY OPTIONAL PAY ADJUSTMENT, EFFECTIVE NOVEMBER 10, 2004.
 - b. Department of Corrections for a 10% optional pay adjustment to the base pay for additional duties under Rule 6.16.2 for Venetia Michael, Corrections Warden 4, and Jerry Goodwin, Corrections Deputy Warden 4, at David Wade Correctional Center, effective November 1, 2004. AFTER HERAING A PRESENTATION BY MS. SHANNON TEMPLET, THE COMMISSION GRANTED 10% OPTIONAL PAY ADJUSTMENT TO THE BASE PAY FOR ADDITIONAL DUTIES UNDER RULE 6.16.2 FOR VENETIA MICHAEL, CORRECTIONS WARDEN 4, AND 10% TEMPORARY ADJUSTMENT FOR JERRY GOODWIN, CORRECTIONS DEPUTY WARDEN 4, AT DAVID WADE CORRECTIONAL CENTER, EFFECTIVE NOVEMBER 1, 2004
 - c. Office of Public Health for a 4% base pay adjustment for Ms. Doris Brown, Public Health Nurse 9. THE COMMISSION GRANTED A 4% TEMPORARY PAY ADJUSTMENT FOR MS DORIS BROWN, EFFECTIVE JANUARY 5, 2005, FOR ONE YEAR.
 - d. Department of Wildlife and Fisheries for a 5% temporary pay adjustment for Ms. Jill Wilson, Public Information Officer 2, effective July 14, 2004 through July 13, 2005. THE COMMISSION GRANTED A 5% LUMP SUM PAYMENT FOR MS. JILL WILSON, PUBLIC INFORMATION OFFICER 2, TO BE GIVEN AT THE TIME

THAT HER PERFORMANCE OF THE DUTIES OF THE PUBLIC INFORMATION DIRECTOR HAS ENDED.

- 10) Request of the Housing Authority of East Baton Rouge for authority under the provisions of Civil Service Rule 4.1(d)2 to establish two unclassified positions, Information Technology Trainer and Information Technology Coordinator. (Appearance by representative of Housing Authority of East Baton Rouge.) THE REQUEST WAS GRANTED BY THE COMMISSION, EFFECTIVE JANUARY 6, 2005 THROUGH SEPTEMBER 30, 2008.
- 11) Request of the Louisiana State Employees' Retirement System for authority under the provisions of Civil Service Rule 4.1(d)2 to establish one full-time unclassified position to serve as Executive Counsel for LASERS. (Appearance by representative of Louisiana State Employees' Retirement System.) THE REQUEST WAS GRANTED BY THE COMMISSION, EFFECTIVE JANUARY 5, 2005.
- *12) Consideration of the following requests for authority, under the provisions of Civil Service Rule 6.16.1, to establish or amend the Rewards and Recognition policies as follows: (Appearance by representatives of the Agencies.) THE REQUESTS WERE GRANTED BY THE COMMISSION.
 - a. Louisiana School for the Deaf to amend its Rewards and Recognition policy, EFFECTIVE JANUARY 5, 2005.
 - b. Department of Wildlife and Fisheries to amend its Rewards and Recognition policy, effective December 10, 2004.
- 13) Consideration of the following requests for authority, under the provisions of Civil Service Rule 6.16.2, to establish or amend the Optional Pay policies as follows: (Appearance by representatives of the Agencies.) THE REQUESTS WERE GRANTED BY THE COMMISSION.
 - a. Department of Veterans Affairs to amend its Optional Pay policy, effective February 1, 2005.
 - b. Department of Wildlife and Fisheries to amend its Optional Pay policy, effective December 10, 2004.
- 14) Request of the Department of Public Safety and Corrections for authority under the provisions of Civil Service Rule 21.11, Exception to Overtime Rule, to carry forward their compensatory leave balances up to 540 hours into the next calendar year (2005) for the following job titles: (Appearance by representative of Department of Public Safety and Corrections.) THE REQUEST WAS GRANTED BY THE COMMISSION.

<u>Job Title</u>	
Police Officer 1	133850
Police Officer 2	133860
Police Officer 3	133870
Police Sergeant	133890
Police Lieutenant	133900
State Police Explosives Specialist	133640

State Police Explosives Supervisor 133650

- 15) Request of the LSU Health Sciences Center - Health Care Services Division on behalf of W. O. Moss Regional Medical Center for authority in accordance with Civil Service Rule 21.9 to compensate at the time and one-half rate all hours worked by Radiology staff as a result of call-back. (Appearance by representative of LSU Health Sciences Center – HCSD.) THE REQUEST WAS GRANTED BY THE COMMISSION, EFFECTIVE JANUARY 5, 2005.
- 16) Request of Louisiana State University Health Science Center – Shreveport for authority under the provisions of Civil Service Rule 6.16(c) for an individual salary adjustment of 12% for Ms. Nancy Noles, Registered Nurse Program Coordinator, effective December 6, 2004. (Appearance by representative of LSUHSC-S) THE COMMISSION GRANTED AUTHORITY UNDER THE PROVISIONS OF CIVIL SERVICE RULE 6.16.2 FOR A 2% TEMPORARY OPTIONAL PAY ADJUSTMENT, EFFECTIVE DECEMBER 6, 2004.
- 17) Request of the Division of Administration for authority under the provisions of Civil Service Rule 6.16(c) for an individual pay adjustment for Mr. Christopher Whatley, Information Technology Statewide Systems Analyst 2, for the Office of Information Services. (Appearance by representative of Division of Administration.) THE COMMISSION GRANTED AN INDIVIDUAL PAY ADJUSTMENT IN THE AMOUNT OF \$456.85 BI-WEEKLY, EFFECTIVE JANUARY 5, 2005.
- 18) Request of the Louisiana School for the Deaf to establish under the provisions of Civil Service Rule 11.34 a Crisis Leave Pool Policy. (Appearance by representative of Louisiana School for the Deaf.) THE REQUEST WAS GRANTED BY THE COMMISSION, EFFECTIVE JANUARY 5, 2005.
- 19) Consideration of the Minutes of the Commission Meeting held December 7 and 8, 2004. THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.
- 20) Consideration of Requests for Special Pay Rates. THE COMMISSION GRANTED THE REQUESTS AS RECOMMENDED BY THE DEPARTMENT.
- 21) **10:30 a.m.** Commission Work Session.

SUPPLEMENTAL AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS SESSION

WEDNESDAY, JANUARY 5, 2005

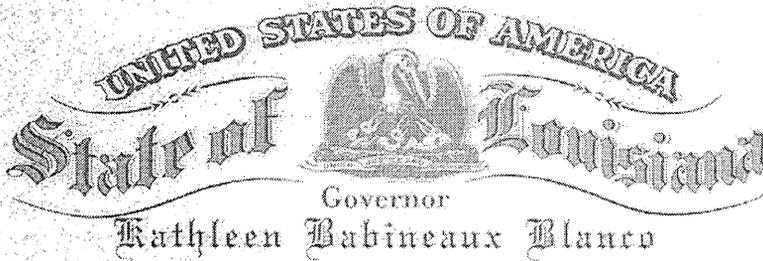
(LOUISIANA PURCHASE ROOM, SUITE 1-100, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- 1) Requests of Louisiana State University for authority to implement base supplement of 14% per Civil Service Rule 6.4 for the Asbestos removal crew at Louisiana State University. (Appearance by representative of Louisiana State University.) THE REQUEST HAS BEEN FORWARDED TO THE GOVERNOR FOR APPROVAL.
- 2) Report on Evaluation Reports Issued (Appearance by Daphne Yaun of the Department of Civil Service.) THE REPORT WAS PRESENTED TO THE COMMISSION BY DAPHNE YAUN.

Human Resources Evaluation Reports:

LSUMC/HCSO – University Medical Center

- 3) **General Business No. 20** - Consideration of Requests for Special Pay Rates. THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE DEPARTMENT.



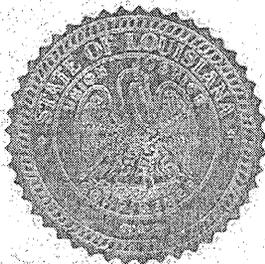
Proclamation

- WHEREAS,** Louisiana's state employees contribute significantly to the well-being and quality of life for all citizens of our state; and
- WHEREAS,** Louisiana's state employees preserve public safety and the health of our citizens; protect our clean air and water; care for less fortunate members of society; rehabilitate and counsel individuals in need; preserve our economic well-being by attracting and supporting commerce; build and maintain our highways, schools and other infrastructure; administer justice; protect citizens' rights; care for victims of crime; inspect our food; license our cars; help educate our children; make astounding advances in medicine, science, and technology; and handle a host of other duties the public entrusts to them; and
- WHEREAS,** these dedicated individuals strive daily to perform their jobs with professionalism and integrity in order to improve the lives of our citizens; and
- WHEREAS,** state government is more responsive, innovative, and effective because outstanding employees produce excellent work products; and
- WHEREAS,** it is appropriate to set aside a day during Public Service Week to honor and recognize all State employees, and to give the general public an opportunity to learn more about their state government; and
- WHEREAS,** Louisianan is privileged to join other states across the nation on May 9, 2007, to express special appreciation and gratitude to state employees for their hard work, sacrifices, and unselfish spirit of dedication to the citizens of our state;

NOW, THEREFORE, I, Governor Kathleen Babineaux Blanco, Governor of the State of Louisiana, do hereby proclaim May 9, 2007 as

STATE EMPLOYEE RECOGNITION DAY

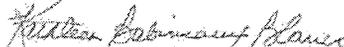
in the State of Louisiana



Attest By
The Governor


Secretary of State

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 5th day of March
A. D. 2007


Governor of Louisiana

Louisiana School for the Deaf Purchasing Card Program

Welcome to “LaCarte”

The State of Louisiana through the Office of State Purchasing has signed a contract with Bank of America to implement a purchasing card (p-card) program. While this card does not change purchasing rules & regulations, it certainly provides a tool for obtaining goods and services more timely.

This booklet contains guidelines, policies and procedures. It is the main element used in the training of individuals who will be using the card. Be familiar with it. The p-card will streamline the process, but individual users will be accountable and responsible for proper utilization of the card.

Program Administrator:

Audrey Gaultier (225) 757-3216; agaultier@lalsd.org

Assistant Administrator:

Vickie Aaron (225) 757-3222; vaaron@lalsd.org

**LOUISIANA SCHOOL FOR THE DEAF
LA CARTE PURCHASING CARD
OPERATIONAL PROCEDURES**

The State of Louisiana, Division of Administration, issued a Purchasing Card Policy for “La Carte”, the Purchasing Card Program. This Policy establishes minimum standards for possession and use. La Carte is a tool used to manage purchasing and accounting. La Carte is a Visa card issued by Bank of America for the State of Louisiana. This card will enable employees to purchase items with the convenience of a credit card, while maintaining control over those purchases. The use of the card will improve efficiency and effectiveness by reducing costs associated with processing purchases and payments and will allow for the receipt of goods in a timely manner. The use of La Carte will be limited to low-dollar orders (\$1,000 or less).

***PURCHASING CARD
DEFINITIONS***

1. **Purchasing Card:** A Visa credit card issued by Bank of America for the State of Louisiana for the purpose of making authorized purchases on behalf of the Louisiana School for the Deaf.
2. **Cardholder:** LSD employee whose name appears on the card and who is accountable for all charges made with the card.
3. **Purchasing Review:** Purchasing Department verification that all charges against the cardholder’s account are authorized and supported by adequate documentation.
4. **Accounting Review:** Accounting Department verification that all supporting documentation matches the paper memo statement.
5. **Agency Program Administrator:** The liaison between the cardholder, State Agency Program Administrator, and Bank of America. Responsible for assigning cardholder spending limits per transaction and per cycle as well as the maximum number of transactions allowed within each billing cycle (within the overall limits established by the Division of Administration). Processes new card applications and changes to cardholder information, provides training and maintains policies and procedures. The Accounting Director has been designated as LSD’s Agency Program Administrator.
6. **Transaction/Charge Limit:** The dollar limit assigned to each cardholder for each total charge made to the card. The Agency Program Administrator will determine the limit to be set. A single transaction/charge may include multiple items but cannot exceed cardholder’s limit.
7. **Monthly Spending Limit:** A dollar limit assigned to the cardholder for the total of all charges made during the monthly billing cycle.
8. **Memo Statement of Account:** A listing of all transactions charged to the cardholder’s account through the end of the monthly billing cycle. This statement is sent by the bank on a monthly basis for reconciliation purposes.
9. **Default Account:** The account code assigned to an individual cardholder’s card. An object code assigned to the School’s budget for Visa card purchases. All charges made by the cardholder will default to this object code until transferred into an appropriate line item account(s). Default account information is set up by OSIS (Office of Statewide Information Services).
10. **Support Documentation:** A merchant-produced document that records the relevant details for each item purchased, including quantities, amounts, description, cost, total charge amount,

merchant's name (e.g., detailed sales receipt, original invoice, packing slip, credit receipt, etc.).

11. **Merchant Category Code (MCC):** Codes assigned to suppliers that indicate their type of business. The card is encoded with types of MCC's from which a cardholder is authorized to purchase. Some MCC codes are prohibited and some are restricted (each cardholder will be provided with a list of these codes). Attempts to use the card at prohibited or restricted suppliers will be declined. Continued attempts will result in disciplinary action.
12. **Cardholder Enrollment Form:** A form containing pertinent information on a cardholder necessary for statement and information mailing purposes, contact information, daily/monthly spending limits and budgetary controls. (Attachment A)
13. **Cardholder Agreement Form:** An agreement signed by the cardholder, prior to being issued a La Carte purchasing card, which verifies that the cardholder has read and understands the policies and procedures of the State of Louisiana and the Louisiana School for the Deaf and agrees to comply with them. (Attachment B)

CARDHOLDER ENROLLMENT AND RESPONSIBILITIES

1. Section 1 of the Cardholder Enrollment Form (Attachment A) must be completed by the requestor, approved by the Department and Division Head and forwarded to the Agency Program Administrator. The Agency Program Administrator will then assign the cardholder's spending limits per transaction and per cycle (within the overall limits established by the Division of Administration and the Louisiana School for the Deaf). The LSD Agency Program Administrator is the Accounting Director.
2. When the Agency Program Administrator receives the new card from the bank, the cardholder will be contacted for training. The prospective cardholder must attend a training session and sign a Cardholder User Agreement Form (Attachment B) before receiving and using the purchasing card.
3. Purchasing cards are not transferable. Use by anyone other than the cardholder is **PROHIBITED**. The only person authorized to use the card is the person whose name appears on the face of the card. A transaction can only be signed by the Cardholder. Someone may sign a receipt other than the cardholder only if it is a delivery receipt for a telephone, mail or computer order. In this case, the receipt should be signed "Received By" followed by the name of the employee accepting the delivery.
4. The Cardholder is responsible for the return of the purchasing card to the Agency Program Administrator upon termination of employment. The Agency Program Administrator must be notified immediately of the cardholder's termination. When a cardholder transfers to a new position within LSD the losing supervisor is responsible for notifying the Agency Program Administrator immediately. The cardholder's use of the card will be suspended. Should the cardholder require the use of the card as part of his/her new duties, the gaining supervisor must submit a "Change" to the Cardholder Enrollment Form to the Agency Program Administrator. Upon receipt of the Change form from the gaining supervisor the cardholder's use of the purchasing card will be reactivated. Cardholders who no longer require a card in their new position must return their card to the Agency Program Administrator.
5. Credit Cards are issued in the LSD employee's name. Individuals issued cards are accountable for all charges made on the card. It is the cardholder's responsibility to safeguard the card and account number at all times. Cards must be kept in secure locations, account numbers should not be written where others can easily see them. If the cardholder believes someone has used the card (as evidenced by charges appearing on the monthly memo statement that cannot be verified as made by the cardholder or for any other reason), the Agency Program Administrator must be notified immediately.
6. If the card is lost, stolen, or damaged, the cardholder must **IMMEDIATELY** notify Bank of America at **1-888-449-2273**. Note: There is no TDD number available at this time, you will have to use the relay system. Immediately after reporting the incident to the bank, the cardholder must notify the Agency Program Administrator at 225-757-3222. If the card is located after reported lost or stolen, it must be destroyed by cutting it in half and both halves of the card must be forwarded to the Agency Program Administrator.
7. Whenever any information contained on the Cardholder Enrollment Form changes, the changes must be submitted to the Agency Program Administrator with "Change" checked on the form.

MAKING A PURCHASE

Merchant Category Codes (MCC) have been developed and built into the card. These codes authorize the types of goods and/or services for which individual cards may be used (i.e. office supplies). The current list of Merchant Category Codes will be furnished to cardholders and is located on the School's Intranet. Included on the list are prohibited and restricted codes. The cardholder is prohibited from attempting to purchase from the prohibited or restricted merchants unless the Agency Program Administrator has obtained an exemption for a restricted code.

AGENCY PURCHASING PROCEDURES WILL REMAIN THE SAME. Internal LSD purchasing procedures must be followed. Procedures for making credit card purchases are as follows:

1. Obtain necessary approvals to make purchase. NOTE: Prior to making a VISA purchase, the Business Office must write VISA on the LSD Requisition and initial it.
2. When making purchases in person, the cardholder must sign the charge receipt and retain the customer copy or proper documentation of the purchase. Cardholder must obtain signature of Supervisor/Department/Division Head on the receipt and forward all receipts and backup documentation to the Purchasing Department within two (2) days of purchase. Cardholder should be certain that the total amount of the purchase (including shipping, handling, postage, freight, etc.) does not exceed the card's single transaction dollar limit.
3. State sales tax should **not** be charged on card purchases. **It is the cardholder's responsibility to inform merchants that the State of Louisiana is tax exempt. The tax-exempt identification number is embedded in the card.** It is the State's policy not to pay sales tax. Any credits for sales tax charged must be initiated by the cardholder; it is not Bank of America's responsibility to issue credits for sales tax.
NOTE: Included in each cardholder's procedures is a "Certificate of Sales/Use Tax Exemption/Exclusion" (Attachment E) which certifies the tax-exempt status of purchases made using the purchasing card. This document should be used as a tool to educate vendors regarding the tax-exempt status of purchases made with the La Carte Purchasing Card. This form can be duplicated as necessary and presented to vendors when needed to insure that tax is not charged.
4. When making a purchase other than in person (e.g., via telephone, computer, mail order, etc.), cardholder should give merchant their Visa card account number and tax exempt number (both of which are embossed on the card) and direct the merchant to include the cardholder's name and Department on the shipping label or packing slip.
5. Cardholder must maintain a "Purchasing Log" (Attachment C) of all transactions (telephone, computer, mail order, etc.) to facilitate monthly reconciliation. The log must be matched to the monthly memo statements, signed and forwarded to the Accounting Department within two (2) days of cardholder receiving monthly memo statement.
6. The Warehouse/Purchasing Department will be receiving shipments on behalf of the cardholder, but the cardholder is responsible for obtaining all documentation (shipping labels, packing slips, etc.) related to the purchase. Therefore, the Warehouse/Purchasing Staff must sign and date packing slips (or prepare receiving reports) and notify the cardholder of the delivery to be picked up. After the cardholder picks up their delivery they will forward purchase documentation to the Purchasing Department within (2) two days of receipt.
7. The cardholder is responsible for obtaining an itemized store receipt as well as a Visa receipt (if given) from the merchant to support all purchases made with the card. Cardholder must obtain signature of Supervisor/Department/Division Head on the receipt and forward all receipts to the Purchasing Department within two (2) days of purchase.

8. The School will maintain a permanent file of all credit card purchase supporting documentation in accordance with state laws. This documentation is subject to review by the Legislative Auditor and other duly authorized auditors.
9. If the vendor will not accept your purchasing card, you can call the Agency Program Administrator to try and get the problem resolved. It could be that the vendor you are trying to make a purchase with has a Restricted MCC code. You will be asked where you are and what you are trying to buy. The Agency Program Administrator will call the Account Specialist at Bank of America to find out why it is rejecting and see if they can get a one-time override for your purchase. Keep in mind that this will not work if you are trying to make a purchase that goes over your single transaction limit of \$1,000.
10. The Purchasing Reviewer must verify that:
 - appropriate supervisory signatures are on receipts and acceptable documentation exists (including line item description, price and accounting distribution) to support each purchase and/or credit,
 - purchases are for official state business,
 - purchases comply with appropriate rules and regulations,

TRAVEL

In some instances the LaCarte VISA Purchasing Card may be used for student travel expenditures. The Division of Administration must authorize these expenditures prior to the travel. Examples are student meals at restaurants as part of a reward program, field trips, Senior Trip, etc. **The VISA card may not be used for employees traveling on official state business.**

AGENCY TRAVEL PROCEDURES WILL REMAIN THE SAME. Internal LSD travel procedures must be followed. Additional procedures for travel using a credit card are as follows:

1. Obtain necessary approvals for the travel via the Travel Request Form and Travel Authorization Form at least two weeks prior to in-state travel and one month prior to out-of-state travel. Indicate on the Travel Request Form that you are requesting to use a VISA card.
2. The Business Office must write VISA on the LSD Travel Request Form and initial it.
3. When incurring an expenditure, the cardholder must sign the charge receipt and retain the customer copy or proper documentation of the expenditure. The cardholder is responsible for obtaining an itemized receipt. Cardholder must obtain signature of Supervisor/Department/Division Head on the receipt and forward all receipts and backup documentation along with the Travel Expense Form to the Accounting Department within two (2) days following the trip.
4. State sales tax should not be charged on card expenditures. **It is the cardholder's responsibility to inform merchants that the State of Louisiana is tax exempt. The tax-exempt identification number is embedded in the card.** It is the State's policy not to pay state sales tax. Any credits for state sales tax charged must be initiated by the cardholder; it is not Bank of America's responsibility to issue credits for state sales tax.

NOTE: Included in each cardholder's procedures is a "Certificate of Sales/Use Tax Exemption/Exclusion" (Attachment E) which certifies the tax-exempt status of expenditures incurred using the purchasing card. This document should be used as a tool to educate vendors regarding the tax-exempt status of expenditures incurred with the La Carte Purchasing Card. This form can be duplicated as necessary and presented to vendors when needed to insure that state sales tax is not charged.
5. Cardholder must maintain a "Purchasing Log" (Attachment C) of all transactions to facilitate monthly reconciliation. The log must be matched to the monthly memo statements, signed, and forwarded to the Accounting Department within two (2) days of cardholder receiving a monthly memo statement.
6. The School will maintain a permanent file of all credit card expenditures and supporting documentation in accordance with state laws. This documentation is subject to review by the Legislative Auditor and other duly authorized auditors.
7. If the vendor will not accept your purchasing card, you can call the Agency Program Administrator to try and get the problem resolved. It could be that the vendor you are trying to make a purchase with has a Restricted MCC code. You will be asked where you are and what you are trying to charge. The Agency Program Administrator will call the Account Specialist at Bank of America to find out why it is rejecting and see if they can get a one-time override for your expenditure. Please remember that expenditures in excess of your single transaction limit of \$1,000 must have prior authorization from the Division of Administration.
8. The Purchasing Reviewer must verify that:
 - appropriate supervisory signatures are on receipts and acceptable documentation exists (including line item description, price, and accounting distribution) to support each expenditure and/or credit,
 - expenditures are for official state business,
 - expenditures comply with appropriate rules and regulations.

PAYMENTS, RECONCILIATION, POST AUDITS

The School will ensure that necessary procedures and controls are in place for prompt payment, reconciliation and cost distribution of charges and credits. Post audits of cardholder transactions will be performed to monitor the number and amount of purchases made, vendors used as well as detailed transaction information to properly allocate costs.

1. Bank of America will send monthly memo (paper) statements to the school for each cardholder. An electronic file containing all cardholder transactions ("Statements Billing File") will be sent to the Agency Program Administrator. The electronic files that are available are the Statement Billing File to be used for payment and the InfoSpan File that may be used for reporting and reconciliation by identified users.
2. The statements will be mailed within five (5) business days of the close of the billing cycle, which is on the 5th of each month. The electronic InfoSpan files will be transferred weekly for reporting and reconciliation purposes.
3. The Office of Statewide Reporting and Accounting Policy (OSRAP) will make payment electronically to Bank of America within 25 days of receipt of invoice.
4. The Statement Billing File will be used to create a P3 document (payment voucher) and interface to AFS (Advantage Financial System). The document will use the default accounting codes assigned to the cardholder at the time of issuance. The interface will automatically create a P3 document on or around the 7th of each month. No action is required for payment.
5. The P3 document will override budget checks and cash checks in AFS to produce an electronic file transfer (EFT) to be sent to Bank of America. The EFT will be processed on the 25th of each month.
6. The paper memo statements from Bank of America will be mailed directly to the school for each cardholder within 5 business days of the close of the billing cycle (by the 10th of each month). Copies of the monthly memo statements will then be distributed to each cardholder. **The cardholder must notify the Agency Program Administrator if charges were made to his/her card the previous month and a memo statement is not received by the 15th of the month.** The cardholder must reconcile purchases made during the billing cycle by matching the memo statement to their "log" of all transactions made during the month. Verify that each item on the monthly memo statement has been received or reported as a disputed transaction. (Refer to Cardholder Charge Dispute Resolution Section). Items appearing on the log, which do not appear on the monthly memo statement, should be transferred to the next monthly log and lined through on the current log. The "log" will then be signed and forwarded to the Accounting Department within two (2) days for review. **IF A CHARGE OR CREDIT DOES NOT APPEAR ON THE STATEMENT WITHIN 60 DAYS AFTER THE ORIGINAL CHARGE OR CREDIT WAS MADE, THE CARDHOLDER MUST NOTIFY THE AGENCY PROGRAM ADMINISTRATOR.**
7. The Accounting Department must review the cardholder's reconciled statement, ensure appropriate supervisory signatures are on receipts, review documentation and Purchasing Log and sign the Purchasing Log no later than the 24th of each month.
NOTE: If Accounting Review determines that personal or unauthorized charges are made on the card, appropriate steps shall be taken to resolve the misuse/abuse of the card. The following steps will be taken: 1st offense-Letter of Instruction; 2nd offense-Suspension of card pending administrative review; and 3rd offense-Cancellation of card.
8. The Accounting Department will then prepare a journal voucher (J6) document to credit the default accounting codes (purchasing card clearing organization and object) and debit the appropriate organization, object, reporting category, etc. **NOTE:** Payment will be made on the 25th of each month regardless of the status of the reconciliation process. **All charges and credits should be cleared from the purchasing card clearing organization by the 24th of each month.**

CARDHOLDER CHARGE DISPUTE RESOLUTION

If the cardholder finds items on the monthly memo statement that do not correlate with their log, (such as transactions not made by the cardholder or incorrect transaction amounts) the cardholder's first recourse is to contact the merchant to try to resolve the problem. If the merchant agrees the error has been made, the credit should appear on the next monthly memo statement. Cardholder should check their next monthly statement to ensure that credit was given. All contact with merchant(s) must be indicated on the log or monthly memo statement inclusive of name, date and phone number of person contacted.

1. If the problem with the merchant/vendor is not resolved, the Statement of Disputed Item (Attachment D) should be completed and mailed or faxed with required enclosures within 60 days from the billing close date (5th of each month) to:
Bank of America-Commercial Card Services Operation
P.O. Box 53142
Phoenix, AZ 85072-3142
Phone (800) 352-4027 Fax (888) 678-6046
A copy of the dispute form must be forwarded to the Agency Program Administrator immediately.
2. If there is an issue with services provided or quality of goods received, see Merchandise Returns & Exchanges for procedures on how to resolve the problem.
3. **Payments are made based on the monthly memo statement; therefore, it is important for cardholder to immediately address "DISPUTED" charges.** Cardholder should retain a copy of the disputed documentation and follow up on future statements for credits.
4. All disputes must be identified in writing within 60 days of the billing statement. Disputes will then be resolved by Bank of America within 180 days.

NOTE: If assistance is needed contact the Agency Program Administrator for assistance in resolving the dispute.

MERCHANDISE RETURNS & EXCHANGES

1. The cardholder is responsible for contacting the merchant when merchandise purchased with the card is not acceptable (incorrect, damaged, defective, etc.) and arranging to return the item for credit or exchange.
2. The cardholder should always retain boxes, containers, special packaging, packing slips and other related information until they are certain the merchandise is acceptable.
3. If the merchandise is to be exchanged, the cardholder is responsible for returning the merchandise to the merchant and obtaining a replacement as soon as possible. Documentation of the resolution of the exchange is to be remitted to the Purchasing Department along with the support documentation of that purchase.
4. If the merchandise is returned in person, the cardholder is responsible for obtaining a credit receipt from the merchant and submitting the receipt with support documentation. If the merchandise is shipped back to the supplier, the package must be prepared according to supplier instructions and shipping documents must be retained until supplier issues credit or exchanges merchandise. Cardholder must obtain a credit from the supplier. **Receiving cash or checks to resolve a credit is prohibited.**
5. If the problem is not resolved, the Statement of Disputed Item (Attachment D) should be completed and mailed or faxed with required enclosures within 60 days from the billing close date (5th of each month) to:

Bank of America-Commercial Card Services Operation
P.O. Box 53142
Phoenix, AZ 85072-3142
Phone (800) 352-4027
Fax (888) 678-6046

A copy of the dispute form must be forwarded to the Agency Program Administrator immediately.

NOTE: The Purchasing Department is available to assist with returns and exchanges.

Approved for issuance:

Superintendent

Date

VISA HINTS

- Purchasing regulations have not changed. You will still fill out the Purchase Requisition, obtain the necessary signatures for your purchase and send the Requisition to Accounting for approval and coding. Accounting will then send it to Purchasing to get a Requisition number and any further instructions. Your Requisition will have VISA stamped on it if you are approved to use your Visa for the purchase. When you get your green copy of the Requisition back, you can make the purchase of the approved items listed on the purchase request. **You and your Supervisor must both sign your itemized receipt** and forward the signed receipt and green copy of your Requisition to Purchasing within 2 days of making your purchase.
- **Remember that you cannot exceed the amount requested on the Purchase Requisition or purchase unapproved items. If you need something that is not on the original purchase request, you must get prior approval. You will be asked to explain any variances from the purchase requisition.**
- If you place an internet order, **print out a copy of the checkout receipt online that shows what was purchased and how much the purchase is for.** The packing slip that comes with the order does not always tell us how much you spent or specifically what you purchased.
- Always inform merchants that we are tax exempt. We do not have the option of not paying the tax. Your department loses money when tax is charged. Our tax-exempt number is on the card and the Sales Tax Exemption Form. If you notice tax was charged after the purchase was made, please contact the vendor to receive a credit back to your Visa card for the amount of the tax and submit the signed credit receipt to Accounts Payable.
- Fill out your Purchasing Log as you make purchases, match it to your Monthly Memo Statement when it come in around the 15th of the month, sign the Log agreeing to the charges (or dispute the charges if you do not agree with them) and send the Log and Statement back to Accounts Payable within 2 days of receipt of the Statement (around the 17th). **Include the purchase requisition number for each purchase on the Purchasing Log.**
- We will hand deliver the statements to you on the same day that we get them. If we are unable to hand deliver yours to you we will either give it to the secretary of your department or put it in your mailbox. We will also send an e-mail after the statements have been delivered to let you know to be looking for yours. You have 2 days from the day your statement is delivered to match it to your Purchasing Log, sign the Log and get them back to Accounts Payable. Please try to have them hand delivered back to us. Campus mail is taking 3 to 4 days, but we need the Log and Statement back in within 2 days in order to meet the Division of Administration guidelines.
- **If you know you are not going to be here** when it is time to turn in your log and statement, make sure you **make arrangements for someone to turn it in for you** or

turn it in before you leave. **You are responsible for ensuring that your paperwork is submitted timely.**

- If you are at a vendor that won't accept your Visa card and it is during regular business hours contact the Agency Program Administrator for help. If it is during non-business hours, use your best judgement in resolving the immediate problem and then contact the Agency Program Administrator as soon as possible by e-mail, letter, phone or come by the next day to let us know what happened.
- You are responsible for all charges made on your card. Notify the Agency Program Administrator and Bank of America (1-888-449-2273) immediately if your card is stolen or you believe someone used your card.
- If an incorrect charge shows up on your Statement your first course of action would be to contact the vendor to try and get the discrepancy resolved. If this does not work, you will fill out the Statement of Disputed Item form and fax or mail it to Bank of America and send a copy to the Agency Program Administrator.
- Purchasing cards are for official business only. Using your Purchasing Card to make personal purchases, unauthorized purchases or to obtain cash advances is prohibited and may result in disciplinary actions up to and including termination or prosecution.
- **You are encouraged to use your Visa card for student travel expenses**, but remember that you still have to follow the Agency Travel Procedures. **Fill out the Travel Request Form and Travel Authorization Form at least 2 weeks prior to in-state travel and one month prior to out-of-state travel.** Indicate on the Travel forms that you want to use your Visa. If you are approved to use Visa the Travel Request will have Visa stamped on it. Visa cannot be used for employees traveling on state business.
- If you transfer to another department within LSD your card will be suspended until your gaining supervisor submits a Cardholder Enrollment Form letting us know that you still need the card. If you no longer need the card or terminate employment, return your card to the Agency Program Administrator immediately.
- The billing cycle is from the 6th of the month to the 5th of the following month.
- The purchasing card procedures and all forms are on the School's Intranet Site. Under Forms and then Visa.

NUMBERS TO REMEMBER:

BANK OF AMERICA 1-888-449-2273

AGENCY PROGRAM ADMINISTRATOR – AUDREY GAULTIER – 757-3216

ASSISTANT ADMINISTRATOR – VICKIE AARON – 757-3222

ATTACHMENT 18

September 26, 2007

LOUISIANA SCHOOL FOR THE DEAF

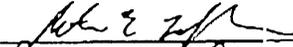
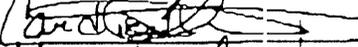
VISA Card – Agency Responsibilities
Business Office

AGENDA

1. Division of Administration Louisiana "LaCarte" Purchasing Card Policy
2. Small Purchase Procedures – Executive Order No. KBB 2007-10
3. Eligible VISA LaCarte Purchases – Items under \$1,000 per single purchase transaction.
4. Verify all justifications and approvals on requisition are obtained.
5. Verify that receipt matches approved purchase requisition and purchase was made according to LSD cardholder operational procedures.
6. Procedures for dissemination of VISA monthly statements. Ensure prompt reconciliation of statements to be reviewed and approved by cardholder and supervisor.
7. Completion, review and approval of VISA statements and purchasing logs.
8. Identify VISA card misuse including use of card by person other than cardholder and report to supervisor who will report to School Business Manager for appropriate corrective action.
9. Monitor purchases made for proper vendor usage.
10. Monitor purchases to ensure purchases are not artificially split to be under \$1,000 in order avoid the \$1,000 single purchase transaction.

Attachment 18

**Visa Card Usage
Business Office
September 26, 2007
Sign-in Sheet**

NAME	SIGNATURE
Pete Lafleur	
Candi Latino	
Kelli Clausen	
Vickie Aaron	
Cindy LeJeune	
Chris Harvin	
Sheila Rispone	

ATTACHMENT 18

**LOUISIANA SCHOOL FOR THE DEAF
LA CARTE (VISA) PURCHASING CARD
OPERATIONAL PROCEDURES**

SUMMARY CHECKLIST

1. **Cardholder obtains approved requisition for VISA purchase. Use of VISA card by anyone other than cardholder is strictly PROHIBITED.**
2. **Purchase made by cardholder. Cardholder is responsible for ensuring vendor does not charge sales tax and for obtaining itemized receipt for goods or services. Cardholder signs receipt at time of purchase.**
3. **Supervisor signs receipt verifying all goods are received for school use.**
4. **Cardholder submits signed receipt along with green copy of requisition to purchasing office within (2) days of purchase.**
5. **VISA statements received by accounting and distributed to cardholders.**
6. **VISA statement is verified to the LaCarte (VISA) Purchasing log.**
7. **Cardholder signs VISA statement and purchasing log verifying charges are correct.**
8. **Supervisor must sign VISA statement and purchasing log certifying their review and approval of purchases. VISA statement and purchasing log sent to accounting within 5 business days.**
9. **Failure to follow these procedures will result in an administrative review with possible suspension or cancellation of cardholder privileges.**



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
POST OFFICE BOX 94064, BATON ROUGE, LOUISIANA 70804-9064
Toll Free #: 1-877-453-2721
<http://www.louisianaschools.net>

July 6, 2007

The Honorable Doug Morreau
District Attorney, East Baton Rouge
222 St. Louis Street
Baton Rouge, LA 70802-5878

Steve L. Theriot
Legislative Auditor
1600 North Third Street
Baton Rouge, LA 70802

Dear Messrs. Morreau and Theriot:

Re: Investigation by the Office of Inspector General of the Louisiana School for the Deaf

The Department of Education (DOE) was recently informed by the Louisiana Office of Inspector General (OIG) that they would like to interview employees of the Louisiana School for the Deaf (LSD). I wrote letters to LSD employees instructing them to cooperate with the investigators and tell the truth.

David Morales of the OIG has recently reported to DOE some preliminary findings. He expects to have a written report in approximately six weeks. We are currently proceeding with employee disciplinary action.

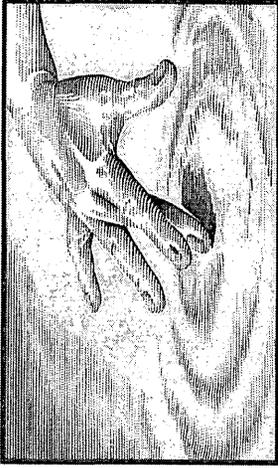
His preliminary findings include the use of state property located in the LSD maintenance department to perform personal work both on and off campus. Additionally, he has found a general lack of appropriate property controls in the maintenance department. His preliminary findings might implicate matters under the jurisdiction of your office. I am consequently informing both of you.

I will forward his written report to you upon receipt. If you should need further information prior to that time, feel free to contact Mr. Morales directly with the OIG.

Sincerely,

Paul G. Pastorek
State Superintendent of Education

PGP-JEH:mhg



“touching tomorrow...today”

Purchasing Information

- **Purchase Orders**
 - Complete Justification
 - PO by expenditure category (office, computer, food, etc.)
 - Limited Open POs (medical, weekend food & supplies, etc.)
 - Supervisory level approval on all receipts (mandate)

- **VISA (LaCarte)**
 - Reduce number of cards issued
 - Supervisory level approval on receipts (mandate)
 - Accountable for purchased items

**LOUISIANA SCHOOL FOR THE DEAF
LA CARTE PURCHASING CARD
OPERATIONAL PROCEDURES**

The State of Louisiana, Division of Administration, issued a Purchasing Card Policy for “La Carte”, the Purchasing Card Program. This Policy establishes minimum standards for possession and use. La Carte is a tool used to manage purchasing and accounting. La Carte is a Visa card issued by Bank of America for the State of Louisiana. This card will enable employees to purchase items with the convenience of a credit card, while maintaining control over those purchases. The use of the card will improve efficiency and effectiveness by reducing costs associated with processing purchases and payments and will allow for the receipt of goods in a timely manner. The use of La Carte will be limited to low-dollar orders (\$1,000 or less).

***PURCHASING CARD
DEFINITIONS***

1. **Purchasing Card:** A Visa credit card issued by Bank of America for the State of Louisiana for the purpose of making authorized purchases on behalf of the Louisiana School for the Deaf.
2. **Cardholder:** LSD employee whose name appears on the card and who is accountable for all charges made with the card.
3. **Purchasing Review:** Purchasing Department verification that all charges against the cardholder’s account are authorized and supported by adequate documentation.
4. **Accounting Review:** Accounting Department verification that all supporting documentation matches the paper memo statement.
5. **Supervisory Review:** Supervisor verification that all items shown on the receipt are received for agency use.
6. **Agency Program Administrator:** The liaison between the cardholder, State Agency Program Administrator, and Bank of America. Responsible for assigning cardholder spending limits per transaction and per cycle as well as the maximum number of transactions allowed within each billing cycle (within the overall limits established by the Division of Administration). Processes new card applications and changes to cardholder information, provides training and maintains policies and procedures. The School Business Manager has been designated as LSD’s Agency Program Administrator.
7. **Transaction/Charge Limit:** The dollar limit assigned to each cardholder for each total charge made to the card. The Agency Program Administrator will determine the limit to be set. A single transaction/charge may include multiple items but cannot exceed cardholder’s limit.
8. **Monthly Spending Limit:** A dollar limit assigned to the cardholder for the total of all charges made during the monthly billing cycle.
9. **Memo Statement of Account:** A listing of all transactions charged to the cardholder’s account through the end of the monthly billing cycle. This statement is sent by the bank on a monthly basis for reconciliation purposes.
10. **Default Account:** The account code assigned to an individual cardholder’s card. An object code assigned to the School’s budget for Visa card purchases. All charges made by the cardholder will default to this object code until transferred into an appropriate line item account(s). Default account information is set up by OSIS (Office of Statewide Information Services).

11. **Support Documentation:** A merchant-produced document that records the relevant details for each item purchased, including quantities, amounts, description, cost, total charge amount, merchant's name (e.g., detailed sales receipt, original invoice, packing slip, credit receipt, etc.).
12. **Merchant Category Code (MCC):** Codes assigned to suppliers that indicate their type of business. The card is encoded with types of MCC's from which a cardholder is authorized to purchase. Some MCC codes are prohibited and some are restricted (each cardholder will be provided with a list of these codes). Attempts to use the card at prohibited or restricted suppliers will be declined. Continued attempts will result in disciplinary action.
13. **Cardholder Enrollment Form:** A form containing pertinent information on a cardholder necessary for statement and information mailing purposes, contact information, daily/monthly spending limits and budgetary controls. (Attachment A)
14. **Cardholder Agreement Form:** An agreement signed by the cardholder, prior to being issued a La Carte purchasing card, which verifies that the cardholder has read and understands the policies and procedures of the State of Louisiana and the Louisiana School for the Deaf and agrees to comply with them. (Attachment B)

DRAFT

CARDHOLDER ENROLLMENT AND RESPONSIBILITIES

1. Section 1 of the Cardholder Enrollment Form (Attachment A) must be completed by the requestor, approved by the Department and Division Head and forwarded to the Agency Program Administrator. The Agency Program Administrator will then assign the cardholder's spending limits per transaction and per cycle (within the overall limits established by the Division of Administration and the Louisiana School for the Deaf). The LSD Agency Program Administrator is the Accounting Director.
2. When the Agency Program Administrator receives the new card from the bank, the cardholder will be contacted for training. The prospective cardholder must attend a training session and sign a Cardholder User Agreement Form (Attachment B) before receiving and using the purchasing card.
3. Purchasing cards are not transferable. Use by anyone other than the cardholder is **PROHIBITED**. The only person authorized to use the card is the person whose name appears on the face of the card. A transaction can only be signed by the Cardholder. Someone may sign a receipt other than the cardholder only if it is a delivery receipt for a telephone, mail or computer order. In this case, the receipt should be signed "Received By" followed by the name of the employee accepting the delivery.
4. The Cardholder is responsible for the return of the purchasing card to the Agency Program Administrator upon termination of employment. The Agency Program Administrator must be notified immediately of the cardholder's termination. When a cardholder transfers to a new position within LSD the losing supervisor is responsible for notifying the Agency Program Administrator immediately. The cardholder's use of the card will be suspended. Should the cardholder require the use of the card as part of his/her new duties, the gaining supervisor must submit a "Change" to the Cardholder Enrollment Form to the Agency Program Administrator. Upon receipt of the Change form from the gaining supervisor the cardholder's use of the purchasing card will be reactivated. Cardholders who no longer require a card in their new position must return their card to the Agency Program Administrator.
5. Credit Cards are issued in the LSD employee's name. Individuals issued cards are accountable for all charges made on the card. It is the cardholder's responsibility to safeguard the card and account number at all times. Cards must be kept in secure locations, account numbers should not be written where others can easily see them. If the cardholder believes someone has used the card (as evidenced by charges appearing on the monthly memo statement that cannot be verified as made by the cardholder or for any other reason), the Agency Program Administrator must be notified immediately.
6. If the card is lost, stolen, or damaged, the cardholder must **IMMEDIATELY** notify Bank of America at **1-888-449-2273**. Note: There is no TDD number available at this time, you will have to use the relay system. Immediately after reporting the incident to the bank, the cardholder must notify the Agency Program Administrator at 225-757-3222. If the card is located after reported lost or stolen, it must be destroyed by cutting it in half and both halves of the card must be forwarded to the Agency Program Administrator.
7. Whenever any information contained on the Cardholder Enrollment Form changes, the changes must be submitted to the Agency Program Administrator with "Change" checked on the form.

MAKING A PURCHASE

Merchant Category Codes (MCC) have been developed and built into the card. These codes authorize the types of goods and/or services for which individual cards may be used (i.e. office supplies). The current list of Merchant Category Codes will be furnished to cardholders and is located on the School's Intranet. Included on the list are prohibited and restricted codes. The cardholder is prohibited from attempting to purchase from the prohibited or restricted merchants unless the Agency Program Administrator has obtained an exemption for a restricted code.

AGENCY PURCHASING PROCEDURES WILL REMAIN THE SAME. Internal LSD purchasing procedures must be followed. Procedures for making credit card purchases are as follows:

1. Obtain necessary approvals to make purchase. NOTE: Prior to making a VISA purchase, the Business Office must write VISA on the LSD Requisition and initial it.
2. When making purchases in person, the cardholder must sign the charge receipt and retain the customer copy or proper documentation of the purchase.
3. Cardholder must obtain a Supervisory Review of the items purchased as soon as the items are received at the school. The Supervisor must sign the bottom of the receipt with full signature verifying that all items were received for agency use.
4. Cardholder must forward all receipts and backup documentation to the Purchasing Department within two (2) days of purchase. Cardholder should be certain that the total amount of the purchase (including shipping, handling, postage, freight, etc.) does not exceed the card's single transaction dollar limit.
5. State sales tax should **not** be charged on card purchases. **It is the cardholder's responsibility to inform merchants that the State of Louisiana is tax exempt. The tax-exempt identification number is embedded in the card.** It is the State's policy not to pay sales tax. Any credits for sales tax charged must be initiated by the cardholder; it is not Bank of America's responsibility to issue credits for sales tax.
NOTE: Included in each cardholder's procedures is a "Certificate of Sales/Use Tax Exemption/Exclusion" (Attachment E) which certifies the tax-exempt status of purchases made using the purchasing card. This document should be used as a tool to educate vendors regarding the tax-exempt status of purchases made with the La Carte Purchasing Card. This form can be duplicated as necessary and presented to vendors when needed to insure that tax is not charged.
6. When making a purchase other than in person (e.g., via telephone, computer, mail order, etc.), cardholder should give merchant their Visa card account number and tax exempt number (both of which are embossed on the card) and direct the merchant to include the cardholder's name and Department on the shipping label or packing slip. The Cardholder and the Supervisor must sign the receipt and forward to purchasing within two days of receipt of the items purchased.
7. Cardholder must maintain a "Purchasing Log" (Attachment C) of all transactions (telephone, computer, mail order, etc.) to facilitate monthly reconciliation. After the monthly statement is delivered to the Cardholder, the log must be reconciled to the statement.
8. The statement and the log must be signed by both the Cardholder and the Supervisor and forwarded to the Accounting Department within five (5) days of cardholder receiving monthly memo statement. Do not send through the campus mail. Statements and logs should be hand delivered to the Accounting Department.
9. Division Head to sign off on statement???
10. The Warehouse/Purchasing Department will be receiving shipments on behalf of the cardholder, but the cardholder is responsible for obtaining all documentation (shipping labels, packing slips, etc.) related to the purchase. Therefore, the Warehouse/Purchasing Staff must sign and date packing slips (or prepare receiving reports) and notify the cardholder of the delivery to be picked up. After the

cardholder picks up their delivery they will forward purchase documentation, including Cardholder and Supervisor signatures, to the Purchasing Department within (2) two days of receipt.

11. The cardholder is responsible for obtaining an itemized store receipt as well as a Visa receipt (if given) from the merchant to support all purchases made with the card.
12. The Purchasing Reviewer must verify that the appropriate signatures are on the receipts and that adequate documentation exists (including line item description, price and accounting distribution) to support each purchase and/or credit. The Purchasing Reviewer will also verify that all purchases are for official state business and comply with appropriate rules and regulations. After their review, the Purchasing Department will forward to the Accounting Department.
13. The Accounting Reviewer will verify that all supporting documentation (receipts and logs) matches the requisition and statement and that all purchases were for official state business. The Accounting Review will also confirm that all signatures and approvals are on the documents. If the Accounting Department finds that there is missing information, documentation, or signatures the following steps will be taken:
 - a. 1st warning. A email will be sent to the cardholder with copies sent to the cardholders Supervisor and Division Head requesting the missing information with two (2) business days.
 - b. 2nd warning: If after two (2) business days, the information is still not received, a email will be sent to the Division Head informing them that the information has not been received and if it is not received by the end of the next business day, the Cardholder will be subject to Administrative Review with possible suspension or cancellation of the Cardholder's privileges.
 - c. If the documentation is not received by the end of the next business day, the Cardholder's privileges will be suspended for a minimum of 60 days. The privileges will only be reinstated at the request of the Division Head with approval from the Director.
 - d. If the Cardholder has his/her privileges revoked a second time, the Cardholder will not be eligible for reinstatement of privileges.
14. The School will maintain a permanent file of all credit card purchase supporting documentation in accordance with state laws. This documentation is subject to review by the Legislative Auditor and other duly authorized auditors.

TRAVEL

In some instances the LaCarte VISA Purchasing Card may be used for student travel expenditures. The Division of Administration must authorize these expenditures prior to the travel. Examples are student meals at restaurants as part of a reward program, field trips, Senior Trip, etc. **The VISA card may not be used for employees traveling on official state business.**

AGENCY TRAVEL PROCEDURES WILL REMAIN THE SAME. Internal LSD travel procedures must be followed. Additional procedures for travel using a credit card are as follows:

1. Obtain necessary approvals for the travel via the Travel Request Form and Travel Authorization Form at least two weeks prior to in-state travel and one month prior to out-of-state travel. Indicate on the Travel Request Form that you are requesting to use a VISA card.
2. You will receive an email from the Director's office informing you that your travel has been approved and you can make your travel plans.
3. When incurring an expenditure, the cardholder must sign the charge receipt and retain the customer copy or proper documentation of the expenditure. The cardholder is responsible for obtaining an itemized receipt. Cardholder must obtain signature of Supervisor on the receipt and forward all receipts and backup documentation along with the Travel Expense Form to the Accounting Department within two (2) days following the trip.
4. State sales tax should not be charged on card expenditures. **It is the cardholder's responsibility to inform merchants that the State of Louisiana is tax exempt. The tax-exempt identification number is embedded in the card.** It is the State's policy not to pay state sales tax. Any credits for state sales tax charged must be initiated by the cardholder; it is not Bank of America's responsibility to issue credits for state sales tax.
NOTE: Included in each cardholder's procedures is a "Certificate of Sales/Use Tax Exemption/Exclusion" (Attachment E) which certifies the tax-exempt status of expenditures incurred using the purchasing card. This document should be used as a tool to educate vendors regarding the tax-exempt status of expenditures incurred with the La Carte Purchasing Card. This form can be duplicated as necessary and presented to vendors when needed to insure that state sales tax is not charged.
5. Cardholder must maintain a "Purchasing Log" (Attachment C) of all transactions to facilitate monthly reconciliation. The log must be matched to the monthly memo statements and both the statement and the log must be signed by the cardholder and the Supervisor and forwarded to the Accounting Department within five (5) days of cardholder receiving a monthly memo statement.
6. The School will maintain a permanent file of all credit card expenditures and supporting documentation in accordance with state laws. This documentation is subject to review by the Legislative Auditor and other duly authorized auditors.
7. If the vendor will not accept your purchasing card, you can call the Agency Program Administrator to try and get the problem resolved. It could be that the vendor you are trying to make a purchase with has a Restricted MCC code. You will be asked where you are and what you are trying to charge. The Agency Program Administrator will call the Account Specialist at Bank of America to find out why it is rejecting and see if they can get a one-time override for your expenditure. Please remember that expenditures in excess of your single transaction limit of \$1,000 must have prior authorization from the Division of Administration.

PAYMENTS, RECONCILIATION, POST AUDITS

The School will ensure that necessary procedures and controls are in place for prompt payment, reconciliation and cost distribution of charges and credits. Post audits of cardholder transactions will be performed to monitor the number and amount of purchases made, vendors used as well as detailed transaction information to properly allocate costs.

1. Bank of America will send monthly memo (paper) statements to the school for each cardholder. An electronic file containing all cardholder transactions ("Statements Billing File") will be sent to the Agency Program Administrator. The electronic files that are available are the Statement Billing File to be used for payment and the InfoSpan File that may be used for reporting and reconciliation by identified users.
2. The statements will be mailed within five (5) business days of the close of the billing cycle, which is on the 5th of each month. The electronic InfoSpan files will be transferred weekly for reporting and reconciliation purposes.
3. The Office of Statewide Reporting and Accounting Policy (OSRAP) will make payment electronically to Bank of America within 25 days of receipt of invoice.
4. The Statement Billing File will be used to create a P3 document (payment voucher) and interface to AFS (Advantage Financial System). The document will use the default accounting codes assigned to the cardholder at the time of issuance. The interface will automatically create a P3 document on or around the 7th of each month. No action is required for payment.
5. The P3 document will override budget checks and cash checks in AFS to produce an electronic file transfer (EFT) to be sent to Bank of America. The EFT will be processed on the 25th of each month.
6. The paper memo statements from Bank of America will be mailed directly to the school for each cardholder within 5 business days of the close of the billing cycle (by the 10th of each month). Copies of the monthly memo statements will then be distributed to each cardholder. **The cardholder must notify the Agency Program Administrator if charges were made to his/her card the previous month and a memo statement is not received by the 15th of the month.** The cardholder must reconcile purchases made during the billing cycle by matching the memo statement to their "log" of all transactions made during the month. Verify that each item on the monthly memo statement has been received or reported as a disputed transaction. (Refer to Cardholder Charge Dispute Resolution Section). Items appearing on the log, which do not appear on the monthly memo statement, should be transferred to the next monthly log and lined through on the current log. The "log" and statement will then be signed by both the Cardholder and Supervisor and forwarded to the Accounting Department within five (5) days for review. **IF A CHARGE OR CREDIT DOES NOT APPEAR ON THE STATEMENT WITHIN 60 DAYS AFTER THE ORIGINAL CHARGE OR CREDIT WAS MADE, THE CARDHOLDER MUST NOTIFY THE AGENCY PROGRAM ADMINISTRATOR.**
7. The Accounting Department must review the cardholder's reconciled statement, ensure appropriate supervisory signatures are on receipts, review documentation and Purchasing Log and sign the Purchasing Log no later than the 24th of each month.
NOTE: If Accounting Review determines that personal or unauthorized charges are made on the card, appropriate steps shall be taken to resolve the misuse/abuse of the card. The following steps will be taken: 1st offense-Letter of Instruction; 2nd offense-Suspension of card pending administrative review; and 3rd offense-Cancellation of card.
8. The Accounting Department will then prepare a journal voucher (J6) document to credit the default accounting codes (purchasing card clearing organization and object) and debit the appropriate organization, object, reporting category, etc. **NOTE:** Payment will be made on the 25th of each month regardless of the status of the reconciliation process. **All charges and credits should be cleared from the purchasing card clearing organization by the 24th of each month.**

CARDHOLDER CHARGE DISPUTE RESOLUTION

If the cardholder finds items on the monthly memo statement that do not correlate with their log, (such as transactions not made by the cardholder or incorrect transaction amounts) the cardholder's first recourse is to contact the merchant to try to resolve the problem. If the merchant agrees the error has been made, the credit should appear on the next monthly memo statement. Cardholder should check their next monthly statement to ensure that credit was given. All contact with merchant(s) must be indicated on the log or monthly memo statement inclusive of name, date and phone number of person contacted.

1. If the problem with the merchant/vendor is not resolved, the Statement of Disputed Item (Attachment D) should be completed and mailed or faxed with required enclosures within 60 days from the billing close date (5th of each month) to:
Bank of America-Commercial Card Services Operation
P.O. Box 53142
Phoenix, AZ 85072-3142
Phone (800) 352-4027 Fax (888) 678-6046

A copy of the dispute form must be forwarded to the Agency Program Administrator immediately.

2. If there is an issue with services provided or quality of goods received, see Merchandise Returns & Exchanges for procedures on how to resolve the problem.
3. **Payments are made based on the monthly memo statement; therefore, it is important for cardholder to immediately address "DISPUTED" charges.** Cardholder should retain a copy of the disputed documentation and follow up on future statements for credits.
4. All disputes must be identified in writing within 60 days of the billing statement. Disputes will then be resolved by Bank of America within 180 days.

NOTE: If assistance is needed contact the Agency Program Administrator for assistance in resolving the dispute.

MERCHANDISE RETURNS & EXCHANGES

1. The cardholder is responsible for contacting the merchant when merchandise purchased with the card is not acceptable (incorrect, damaged, defective, etc.) and arranging to return the item for credit or exchange.
2. The cardholder should always retain boxes, containers, special packaging, packing slips and other related information until they are certain the merchandise is acceptable.
3. If the merchandise is to be exchanged, the cardholder is responsible for returning the merchandise to the merchant and obtaining a replacement as soon as possible. Documentation of the resolution of the exchange is to be remitted to the Purchasing Department along with the support documentation of that purchase.
4. If the merchandise is returned in person, the cardholder is responsible for obtaining a credit receipt from the merchant and submitting the receipt with support documentation. If the merchandise is shipped back to the supplier, the package must be prepared according to supplier instructions and shipping documents must be retained until supplier issues credit or exchanges merchandise. Cardholder must obtain a credit from the supplier. **Receiving cash or checks to resolve a credit is prohibited.**
5. If the problem is not resolved, the Statement of Disputed Item (Attachment D) should be completed and mailed or faxed with required enclosures within 60 days from the billing close date (5th of each month) to:
 - Bank of America-Commercial Card Services Operation
 - P.O. Box 53142
 - Phoenix, AZ 85072-3142
 - Phone (800) 352-4027
 - Fax (888) 678-6046A copy of the dispute form must be forwarded to the Agency Program Administrator immediately.

NOTE: The Purchasing Department is available to assist with returns and exchanges.