

# **ELECTION EXPENSE MANUAL**

**Clerks of Court and Parish Board of  
Election Supervisor Members**

REV. 8/2023



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## Introduction

### 1.01: Purpose

In accordance with provisions of [Louisiana A.C. 31:701 & 703](#), the Louisiana Department of State/Secretary of State has adopted this Election Expense Manual to provide clerks of court and parish boards of election supervisors (PBES) guidance on election expenses and/or other related expenses that are allowable for reimbursement under Louisiana law and by the secretary of state.

### 1.02: Expense Approval

Any expense that requires advanced approval by the secretary of state should be directed to the commissioner of elections in writing or by email for approval by the secretary of state or their designee, unless otherwise noted. In the case of an emergency, a telephone approval may be requested and **MUST** be followed up in writing or by email. While expenses for the PBES are listed separately, these expenses may be reimbursed through the clerks of court on behalf of the PBES.

## Chapter 2: Clerks of Court

### 2.01: General Guidelines

#### (A.) Annual Requirements

- (1) Each clerk of court **MUST** submit a copy of their payroll policy regarding overtime pay for employees that perform election related duties after regular work hours annually to the secretary of state.
- (2) The payroll policy **MUST** be submitted by February 1st of each year; however, if there were no changes made to the prior year's submission, an email stating that there were no changes to the payroll policy by February 1st will suffice. Emails should be directed to the commissioner of elections.

(B.) Guidelines for Reimbursement - The guidelines detailed in this section apply to all clerks of court for conducting elections and commissioner schools of instruction. The election code ([La. R.S. 18:1400.3\(E\)](#)) provides for the reimbursement of election expenses by clerks of court for:

- (1) Actual expenses to publish notices required by law in the official parish journal and any other journal of the parish to insure maximum coverage;
- (2) Itemized expenses to conduct the general courses of instruction for commissioners and commissioners-in-charge;
- (3) Documented expenses incurred by a clerk of court to fulfill an election duty imposed by law include:
  - (a) Postage and office supplies;
  - (b) Rental space and instructional paraphernalia to conduct schools of instruction;
  - (c) Personnel used for election duties when work is performed outside of the regular office hours of the clerk; and

(d) Incidental expenses, which are any expense not specifically provided for in this manual, incurred in conducting general courses of instruction.

(4) Expenses of extraordinary nature incurred by a clerk of court for an election which received prior approval of the secretary of state or their designee;

(5) Expenses incurred to pay for law enforcement officers to escort the draymen in the hauling of voting machines for elections; and

(6) Expenses incurred to pay for law enforcement offices to maintain order during tabulation and counting of votes at the Clerk of Court's Office.

(C.) Any election expense incurred by a clerk of court for a precinct in which their parish governing authority is not in compliance with [La. R.S. 18:532](#) or [La. R.S. 18:532.1](#) (precincts under 300 active registered voters without an exception approved by the secretary of state in accordance with law) will be reimbursed to the clerk of court and the total amount of expenses for that precinct will then be billed by the secretary of state to the parish governing authority.

(D.) Commissioner payment information is required by [La R.S. 18:425\(E\)](#) to be submitted to the secretary of state within **seven days** of the election. The clerk of court **MUST** transmit the names, addresses, social security numbers, commissioner type, and ward/precinct by entering the information into the Election and Registration Information Network (ERIN) system. The secretary of state is required to pay the commissioners **within 30 days of receipt** of the commissioner payment information from the clerk.

## 2.02: Expense Categories

(A.) Public Notices - The secretary of state will reimburse a clerk of court for advertising public notices in the official parish journal that are required by law, and in other publications as authorized by law. The following is the present listing of all legally required public notices:

(1) Election emergency due to a certified state of emergency - Notice of any delay or suspension and rescheduling of an election, early voting or qualifying **MUST** be published at least once in a newspaper of general circulation in the affected area if time permits, and broadcast as a public service announcement on radio and television stations where practicable; ([La. R.S. 18:401.1](#))

(2) Emergency relocation of polling places due to a certified state of emergency - Notice of relocation of any polling place **MUST** be published in the official journal of the parish or any other newspaper of general circulation in the precinct(s) affected, if reasonable time exists. The heading of the notice **MUST** read: NOTICE OF CHANGE OF POLLING PLACE. Any electronic media notice that is reasonable and is submitted for prior approval of the secretary of state is also reimbursable under this section for this purpose; ([La. R.S. 18:401.2](#))

(3) Commissioner schools - Notice of a general course of instruction, at least annually, **MUST** be publicized in a manner reasonably calculated to encourage maximum attendance and participation; ([La. R.S. 18:431](#))

(4) Voidance of election for reopening of qualifying - Notice **MUST** be given whenever the qualifying period is reopened, pursuant to [La. R.S. 18:469](#) and additional candidates qualify and cause the votes for the primary to be void. The notice **MUST** include the dates for the rescheduled primary and general elections in accordance with [La. R.S. 18:469\(D\)](#). If the

election district includes all or part of more than one parish, each parish clerk of court **MUST** publish the notice;

(5) Qualifying dates - Notice of all qualifying dates published in accordance with the guidelines herein will be a reimbursable expense; and

(6) Any other reasonable publication - For any reasonable publication not legally required, a clerk of court may request prior written approval from the secretary of state or their designee before publication for reimbursement in accordance with these guidelines.

(B.) Official Parish Journal - A listing of Official Parish Journals may be found in [Appendix A](#) or may be viewed online on our [website](#). The Official Parish Journals may be changed annually, so please check with the Secretary of State's Office or on our website to make sure you have the correct parish journal before publication. This [Appendix A](#) will be updated annually.

(C.) Publication in other journals - The secretary of state will reimburse a clerk of court for advertising public notices in other journals of the parish or political subdivision that are required by law if a clerk of court provides notice in writing to the secretary of state of the need for such advertisement to insure maximum coverage of the public notice, and prior approval is given by the secretary of state or their designee. Such approval will remain in effect for as long as the circumstances remain the same.

(D.) Uniform size of publication - The secretary of state prescribes a uniform size of a quarter of a page for all public notices, unless prior approval is given by the secretary of state or their designee for a larger size.

(E.) Running time of publication - The secretary of state prescribes public notices run for two days as determined by the clerk of court, unless prior approval is given by the secretary of state or their designee for additional time.

(F.) All requests for reimbursement **MUST** include the following:

- (1) Original paper or electronic invoice from publisher;
- (2) Original paper or electronic tear sheet from publisher; and
- (3) Written justification and secretary of state approval for other publications, if any.

Note: The secretary of state will **not** reimburse the advertising of any public notice that includes any personal promotion of a clerk of court, including but not limited to a clerk of court's photo or promotional text.

## **2.03: General Courses of Instruction**

(A.) The secretary of state will reimburse a clerk of court for conducting a general course of instruction for **commissioners** at least annually and a pre-election course for commissioners-in-charge, commissioners and alternate commissioners who are selected to serve in each election.

(B.) A general course may include several days of instruction at various times and days for maximum attendance. Should a clerk of court need to conduct additional general courses of instruction for commissioners, they **MUST** give written notice to the secretary of state. The additional schools will be reimbursed in accordance with these guidelines.

(C.) A pre-election course **MUST** be held for all presidential and congressional elections and may be held for all other elections, unless the clerk of court gives notice to the commissioners **at least 14 days prior** to the election that a pre-election course will not be held. This notice **MUST** be given for the commissioners to receive payment equivalent to attending a pre-election course of instruction.

(D.) The secretary of state will reimburse a clerk of court for conducting a general course of instruction for **commissioners-in-charge**, at least once between August and December each year. A general course may include several days of instruction at various times and days for maximum attendance. Should a clerk of court need to conduct additional general courses of instruction for commissioners-in-charge, they **MUST** give written notice to the secretary of state and the additional schools will be reimbursed in accordance with these guidelines.

(E.) The secretary of state will reimburse for the rental space for any course of instruction if the clerk of court requests written prior approval of the secretary of state or their designee, provided that no building space is available in the parish free of charge. In addition, the secretary of state will reimburse for any insurance which is required to use the rental space.

(F.) The secretary of state is required by [La R.S. 18:421](#) to provide instructional paraphernalia to conduct schools of instruction **for commissioners and commissioners-in-charge** to be approved by the Attorney General. The need for additional copies of any training document(s) provided by the secretary of state must be requested from the secretary of state. If the secretary of state is unable to fill the request for additional copies, a clerk of court may copy or reprint any training document(s) and reimbursement will be provided upon the prior written approval of the secretary of state. If a Supplemental Instruction Manual is prepared by a clerk of court for training purposes, such manual **MUST** be submitted to the secretary of state for review and approved by the Attorney General in accordance to [La R.S. 18:421](#).

(G.) The secretary of state will reimburse for incidental expenses incurred in conducting the general courses of instruction if the clerk of court requests written prior approval of the secretary of state or their designee. Incidental expenses include any expense not specifically provided for in this manual.

(H.) A clerk of court must utilize the secretary of state's contracted drayman in the parish for hauling of the voting machines for any school of instruction. In the event the drayman cannot make the delivery, the clerk of court must request prior written approval of the secretary of state to obtain the services elsewhere; however, the cost to be paid for the delivery may not exceed the contracted cost per machine for the drayman in that parish. The original invoice and the written approval, if any, must be submitted for payment.

(I.) All requests for reimbursement **MUST** include the following:

- (1) Itemized expense listing for conducting general schools for commissioners with receipts, if applicable;
- (2) Itemized expense listing for conducting general schools for commissioners-in-charge with receipts, if applicable;
- (3) Itemized expense listing for conducting pre-election schools with receipts, if applicable;
- (4) Itemized expense listing for incidentals for commissioner schools with receipts, if applicable;



- (5) Itemized expense listing for incidentals for commissioner-in-charge schools with receipts, if applicable;
- (6) Invoice, if any, for instructional paraphernalia and written approval from the secretary of state;
- (7) Rental space and insurance invoice, if any, and written approval from the secretary of state; and
- (8) Drayage services invoice, if contracted with a company other than state contracted drayman and written approval from the secretary of state.

## **2.04: Postage Expense**

(A.) Postage cost will be reimbursed according to [Subchapter 2.05\(A\)](#) for all legally mandated election correspondence.

(B.) Legally mandated correspondence includes:

(1) Notice of pre-election course of instruction - Notice **MUST** be given for a pre-election course of instruction for commissioners-in-charge, commissioners, and alternate commissioners who are selected to serve in the election or notice may be given that no such course will be conducted. A pre-election course of instruction is required for all presidential and congressional general elections in accordance with [La. R.S. 18:431\(B\)\(1\)](#) and [La. R.S. 18:431\(B\)\(5\)](#);

(2) Notice of commissioner-in-charge course of instruction - Notice **MUST** be given to each commissioner for the course of instruction for commissioners-in-charge of the date, time and place of such course; [\(La. R.S. 18:433\(A\)\(3\)\)](#)

(3) Any report to the parish board of election supervisors and/or secretary of state - Notice **MUST** be given to the parish board of election supervisors and the secretary of state of the general course of instruction and notice **MUST** be given to provide the names and other information of each person issued a certificate. Such notice may be submitted electronically by email or through ERIN, if available; [\(La. R.S. 18:431\)](#) [\(La R.S.18: 433\(A\)\(5\)\)](#)

(4) Notice to candidates of the preparation, testing and sealing of voting machines - The clerk of court **MUST** give notice to each candidate of the time and place of preparation and testing of Election Day machines, sealing of machines, and that each candidate or their representative may be present to observe. [\(La. R.S. 18:1373\)](#) Notice is also required to be given to each candidate at the time of qualifying (in person) to contact the registrar of voters for the time and place for the preparation of the early voting machines. This duty may be fulfilled by printing the Chronological Table in ERIN to give to the candidate at qualifying (found under ERIN Clerk Tab, Elections/Candidates, Reports, Chronological Table). [\(La. R.S. 18:1309.1\)](#)

(5) Notice to candidates of the opening of the voting machines - Notice is required to be posted (not mailed) in a prominent place in the Clerk of Court's Office of the time and place where voting machines will be opened after the election; [\(La. R.S. 18:573\)](#)

(6) Instructional information to the commissioners for an election or any other mailings to commissioners; and

(7) Distribution of ballot numbers as assigned by the secretary of state.

**Note:** The secretary of state assigns ballot numbers and informs the clerk of court when such numbers are ready for distribution to the candidates. ([La. R.S. 18:551](#))

(C.) A clerk of court may request written prior approval from the secretary of state for reimbursement for postage for any other election matter that is not legally mandated.

(D.) All requests for reimbursement for postage for any other election matter that is not legally mandated **MUST** include the following:

- (1) Itemized listing of postage use; and
- (2) Written approval of the secretary of state, if any.

## **2.05: Office Supply and Copy Expenses**

(A.) The secretary of state will reimburse a clerk of court for legally mandated correspondence for election related matters, such as those listed above in [Subchapter 2.04](#) , as an office supply reimbursement at the maximum allowable cost of \$1 per mail piece. This \$1 mail piece includes any stationary, envelope, label, copy cost, and postage.

(B.) The clerk of court may submit these office supply and copy expenses for election related matters electronically by email or through ERIN to the secretary of state, where applicable. The secretary of state may request a copy be provided of any mailing prior to reimbursement.

(C.) Any copying cost of mandated correspondence not included in a mail piece does not require prior approval from the secretary of state. Reimbursement of copying cost shall be in accordance with the [Uniform Fee Schedule](#) for copies of Public Records, [Louisiana A.C. 4:301](#), which is \$0.25 per page. [See Appendix D.](#) A detailed description of the document copied **MUST** be included in a clerk of court's request for reimbursement of copying fees. If available, the clerk of court may scan a document and email to the secretary of state in lieu of making a hard copy and charging a copy fee. The secretary of state may request a copy be provided of any document copied prior to reimbursement of copying costs.

(D.) Requests for reimbursement may include the following:

- (1) Description of mail piece (for example – commissioner letter/certificate, envelope, label), number of mail pieces and price per mail piece (cannot exceed \$1);
- (2) Description of document copied, number of copies, price per copy (cannot exceed \$0.25); and/or
- (3) Written approval of the secretary of state, if any.

## **2.06: Rentals and/or Leased Storage**

(A.) Only rentals for commissioner schools as discussed above in [Subchapter 2.03](#) are reimbursable as an election expense.

(B.) Any other rental may only be reimbursable upon prior written approval of the secretary of state or their designee. Examples of other rentals include, but are not limited to, portable restrooms, heaters, tables and chairs, fans, transportation rentals, Election Day cell phones for polling places, etc.

- (C.) Storage facilities for election returns are **NOT** a reimbursable expense.
- (D.) Some facilities may require insurance be procured during the period the facility is rented.
- (E.) All requests for reimbursement **MUST** include the following:
  - (1) Copy of purchase invoice; and
  - (2) Written approval of the secretary of state, if any.

## **2.07: Office Personnel Expense**

- (A.) Salary expenses for employees with the Clerk of Court's Office, with the exception of the clerk of court, who work on election matters outside of the normal work hours of a clerk's office hours, are reimbursable as an election expense.
- (B.) All employees **MUST** be paid directly by the clerk of court. The payroll section within a Clerk of Court's Office **MUST** follow all tax requirements. The secretary of state will reimburse a clerk of court for the employer's share of related benefits.
- (C.) If the employee is a part-time employee, the secretary of state will reimburse the clerk of court for the employer's share of Social Security and Medicare taxes.
- (D.) All office personnel expenses **MUST** be reimbursed at each employee's hourly rate of pay or at a rate of pay set by the clerk's election pay policy. A copy of a clerk of court's election pay policy **MUST** be submitted to the secretary of state to be kept on file and resubmitted annually and/or if revised. [See Section 2.01.](#)
- (E.) All full-time and part-time employees **MUST** complete the Election Time and Expense Report form ([Appendix E](#)) provided by the secretary of state. The original form **MUST** be sent to the secretary of state for payment. The forms **MUST** be typed or completed in ink and signed by the clerk of court or their designee. On this form, the employee **MUST** list the election work performed, the actual hours worked, total hours requested for reimbursement, answer if contribute to clerk of court retirement and hourly rate of pay from the Clerk of Court's Office.
- (F.) The following examples are not a reimbursable expense by the secretary of state:
  - (1) A clerk of court employee who is on-call will be reimbursed if they are located at the Clerk of Court's Office, warehouse, or traveling to precincts and are actually working on the election;
  - (2) Expenses paid to a registrar of voters or registrar of voters' employees who work in the Clerk of Court's Office on Election Day; and
  - (3) A clerk of court employee who has been submitted to be paid through commissioner payroll.
- (G.) All requests for reimbursement for personnel expenses **MUST** include an original Election Time and Expense report for each employee.

#### (H.) Employee Travel

(1) Election Day travel expenses for all employees within a Clerk of Court's Office in a personal vehicle, with the exception of the clerk of court, is a reimbursable election expense, which **MUST** be supported by the following:

- (a) Justification letter of non-availability of office vehicle;
- (b) Beginning and ending odometer readings; and
- (c) Listing of the election travel destinations.

(2) This information **MUST** be reported on the Election Time and Expense Report Form for each employee, signed by the employee and the clerk of court or their designee.

(3) The secretary of state will not reimburse meals on Election Day.

(4) A clerk of court's employee will be reimbursed for mileage based upon the rate published in the State Travel Regulation [PPM #49](#). The secretary of state will not reimburse mileage for the employee to travel from their home on Election Day to their office.

### **2.08: Deputy Parish Custodians and Other Personnel Expenses**

(A.) A clerk of court may employ persons on a temporary basis, as needed, to assist him in the performance of their duties by appointing a deputy parish custodian of voting machines for any polling place they deem necessary. Payment is set by the election code. The deputy parish custodian is responsible for delivery of the key envelope and the supplemental list to the commissioner-in-charge at least one-half hour before the opening of the polls. [\(La. R.S. 18:1354\(C\)\)](#)

(B.) The payroll for the deputy parish custodian is completed through the ERIN system by the Clerk of Court's Office. The cost is a direct expense and distributed between the precincts in the polling place and the entities holding an election.

(C.) A clerk of court is prohibited from appointing the following persons as a deputy parish custodian and therefore, the secretary of state will not pay:

- (1) A person who has been convicted of a felony for which they have not been pardoned; or
- (2) A person who is a candidate or a member of a candidate's immediate family that serves at any polling place where the candidate's name appears on the ballot.

(D.) Janitorial services may be direct expenses for polling places with the written prior approval of the secretary of state or their designee. Once approved, the approval remains in effect as long as the polling place is in use and the circumstances do not change. The costs are distributed to the entities holding an election. Payroll for the janitor is completed through the ERIN system by the Clerk of Court's Office. The cost is distributed between the precincts in the polling place. Any changes to janitorial services rate of pay **MUST** be requested in writing to the secretary of state or their designee. The new rate of pay upon approval by the secretary of state or designee may only take effect in January.

## 2.09: Expenses of an Extraordinary Nature

(A.) Extraordinary expenses incurred by a clerk of court for an election which are not provided for in this manual and which have received prior written approval of the secretary of state or their designee are a reimbursable expense.

(B.) All requests for reimbursement of extraordinary expenses **MUST** include:

- (1) A copy of the invoice; and
- (2) A copy of the Secretary of State's Office prior approval.

## 2.10: Security

(A.) The clerk of court is responsible for the trucking and delivery of the voting machines to the polling places and where necessary **MUST** provide security in transit and at the polling places. The clerk of court may use local law enforcement officers, which is a reimbursable expense. Upon the request of the clerk, the chief administrative officer of the police force **MUST** furnish law enforcement officers for this purpose and failure to do so is punishable by law. ([La. R.S. 18:1354\(B\)\(5\)](#))

(B.) Payment to a law enforcement officer may be paid directly by the clerk of court or the secretary of state. The payroll section within a Clerk of Court's Office **MUST** follow all tax requirements.

(C.) Where paid directly by the clerk of court, reimbursement by the secretary of state **MUST** not be made without prior written approval of the secretary of state or their designee if reimbursement exceeds \$30 an hour, unless a higher fee is approved in advance by the secretary or their designee.

(D.) To request reimbursement for security expenses above \$30 an hour, a clerk of court **MUST** submit an original Election Time and Expense Report form for each security officer, completed and signed by the officer and the clerk of court, or their designee. A copy of the prior written approval of the secretary of state **MUST** be included in the request for reimbursement.

(E.) No reimbursement will be made for law enforcement officers who are on-call. All law enforcement officers who will be reimbursed **MUST** be located at a Clerk of Court's Office or warehouse and actually working on the election.

(F.) The secretary of state will pay to reimburse the payment of law enforcement officers hired to direct traffic at a precinct on Election Day.

## 2.11: Professional Services

(A.) The secretary of state will not reimburse clerks of court for obtaining any professional services, such as an accounting or computer company to prepare the commissioner's payroll to the secretary of state following an election. Any need for professional services regarding an election matter may be made in writing to the secretary of state for consideration.

(B.) The secretary of state will not reimburse a clerk of court for any computer programming, configuration, set-up, or like services for any election services, including but not limited to any webpage setups for elections. Any need for such professional services may be made in writing to the secretary of state for consideration.

## 2.12: Identification Cards or Commissioner Certificates

(A.) The law requires that a clerk of court issue a certification to all commissioners who attend a course of instruction and achieve a satisfactory test score, which is valid through December 31<sup>st</sup> of the year of the expiration of the issuing clerk's term of office. The certificate **MUST** instruct the commissioner to notify the clerk of any change in party affiliation and failure to do so will result in inability to serve as a commissioner. ([La. R.S. 18:431](#))

(B.) The secretary of state provides for the issuance of this certificate through the ERIN system. Any additional costs, such as the printing of identification cards for commissioners or deputy custodians in lieu of a certificate, will require the prior written approval of the secretary of state or their designee.

## 2.13: All Other Expenses

Reimbursement of any other election related expense not specifically provided for herein may be made only upon the advanced written approval of the secretary of state or their designee.

# Chapter 3: Parish Board of Election Supervisors

## 3.01: General Guidelines

The guidelines detailed in this section apply to all parish boards of election supervisors who are charged with the supervision of the preparation and conduction of all elections held in a parish. Payments for reimbursement of board expenses may be made to the clerk of court on behalf of a parish board. [La. R.S. 18:1400.4\(D\)](#) provides for the reimbursement of election expenses by parish boards of election supervisors for:

(A.) Compensation of each member as provided in [La. R.S. 18:423\(E\)](#);

(B.) Expenses of an extraordinary nature incurred by the board for an election which have received prior approval of the secretary of state;

(C.) Expenses incurred by a board to pay for law enforcement officers used during the tabulation and counting of absentee and early voting ballots; and

(D.) Any other expenses incurred by a board in the performance of its duties.

## 3.02: Expense Categories

(A.) Secretary or Executive Administrator Expenses

(1) A member of the parish board of election supervisors may be elected secretary.

(2) A parish containing a municipality with a population of 300,000 or more may employ an executive administrator. The secretary of state will not reimburse the salary or office expenses of an executive administrator.

(3) Any parish who appoints a person other than a board member to act as secretary **MUST** have the prior approval of the secretary or their designee for any payment to perform secretarial duties.

(B.) Compensation for Performing Election Duties

(1) Each member receives \$150 for each of the six days actually spent in the performance of their duties preparing for and supervising each election.

(2) For presidential or regularly scheduled congressional elections, the board members may be compensated \$150 for a seventh day, if needed, to count provisional ballots.

(3) If the parish board of election supervisors requests approval for preparation and verification for the tabulation and counting of absentee by mail and early voting ballots under La. R.S. 18:1313.1, and it is approved by the secretary of state, the maximum number of days of compensation for board members is increased to nine days for a presidential or regularly scheduled congressional primary or general election or eight days for any other primary or general elections. ([La. R.S. 423\(J\)](#))

(4) Any designee that serves in the place of a board member may receive the \$150 daily payment if they are not being paid by their government employer at the same time or if they take leave from their official duties in order to receive the \$150 daily payment as designee for a board member. In no circumstance shall the board member be compensated for that day. Note: Any compensation paid to a designee is counted against the board member's maximum compensation.

(5) A member is prohibited by the Louisiana Ethics Code, [La. R.S. 42:1112](#) and [La. R.S. 42:1113](#), from serving and being compensated as a parish board commissioner, and therefore, the secretary of state will not pay compensation to any member who serves as a parish board commissioner. ([Ethics Op. No. 2000-414](#))

(C.) Court Appearance Compensation

Each non-public official member of the board **MUST** receive \$50 for each day spent in court as a subpoenaed witness in litigation concerning the performance of their duties in connection with an election.

(D.) Reinspection of Voting Machines

(1) Each board member is entitled to receive \$150 for the performance of their duties during a reinspection of voting machines. The candidate requesting the reinspection **MUST** be responsible for all reasonable costs associated with the reinspection. Payment **MUST** be made by the candidate to the clerk of court prior to the reinspection for all reasonable board expenses, including this allowable compensation. The secretary of state is not responsible for the payment of compensation to board members for the reinspection of voting machines.

(2) All reinspections are to be requested in writing to the clerk of court by the candidate by close of business on the fourth day following the election and held at 10 a.m. on the fifth day after the election and at any time ordered by a court. A timely filed request **MUST** be honored by the board. The member's \$150 payment for the reinspection **MUST** not be counted toward their six day limitation. If the reinspection of the voting machines, recount of absentee and early voting ballots and/or the inspection of absentee voting applications all occur on the fifth day following the election, the member **MUST** only receive one \$150 payment for any of the three events which **MUST** not be counted toward their six day limitation. ([La. R.S. 18:573\(A\)\(3\)](#))

(E.) Recount of Absentee and Early Voting Ballots and Inspection Compensation



(1) Each member is entitled to receive \$150 for the performance of their duties during a recount of absentee and early voting ballots. The candidate or person voting in the proposition election requesting the recount **MUST** be responsible for all reasonable costs associated with the recount. The board **MUST** request payment from candidate or voter in the proposition election. If the recount changes the outcome of the election, the cost paid by the candidate or voter in the proposition election shall be refunded by the clerk of court and the cost of the recount shall be a reimbursable election expense to be paid in accordance with law.

(2) All recounts are to be requested in writing to the clerk of court by the candidate by 4:30 p.m. on the fourth day following the election and held at 10 a.m. or following the reinspection of the voting machines on the fifth day after the election and at any time ordered by a court. A timely filed request **MUST** be honored if the number of absentee and early voting ballots cast for all candidates for an office or for any voter in a proposition election could make a difference in the outcome of the election for such office or proposition. If the recount of the absentee and early voting ballots is held at the same time as the inspection of absentee voting applications and/or the reinspection of voting machines, the member **MUST** only receive one \$150 payment for any of the three events which **MUST** not be counted toward their six day limitation. ([La. R.S. 18:1313\(J\)](#))

(F.) Inspection of Absentee Voting Affidavit Envelope Flaps

(1) Each member is entitled to receive \$150 for the performance of their duties during an inspection of absentee voting affidavit envelope flaps. The candidate requesting the inspection **MUST** be responsible for all reasonable costs associated with the inspection. The board **MUST** request payment from the candidate prior to the inspection for all reasonable board expenses, including this allowable compensation. The secretary of state is not responsible for the payment of compensation to board members for the inspection of absentee voting applications.

(2) All inspections are to be requested in writing to the clerk of court by the candidate by close of business on the fourth day following the election and held at 10 a.m. or following the recount of absentee and early voting ballots on the fifth day after the election and at any time ordered by a court. A timely filed request **MUST** be honored by the board. If the inspection is held at the same time as the recount of the absentee and early voting ballots and/or the reinspection of the voting machines, the member **MUST** only receive one \$150 payment for any of the three events which **MUST** not be counted toward their six day limitation. ([La. R.S. 18:1313\(J\)](#))

(G.) Duties of a board member which may qualify for payment subject to amount limits outlined in [Subchapter 3.02\(B\)](#) above:

(1) Drawing of commissioners and alternate commissioners; ([La. R.S. 18:434](#))

(2) Sealing of early voting machines; ([La. R.S. 18:1309.1](#))

(3) Appointment of parish board commissioners; ([La. R.S. 18:1314](#))

(4) Preparation and verification of absentee ballots; ([La. R.S. 18:1313.1](#))

(5) Tabulation and counting of absentee and early voting ballots; ([La. R.S. 18:1313](#))

(6) Opening of the voting machines and verification of votes; ([La. R.S. 18:573\(A\)](#))  
([2](#))([La. R.S. 18:573\(B\)](#))



(7) Counting and tabulation of provisional ballots for federal office; ([La. R.S. 18:566.2](#))

(8) Compilation of Election Returns. ([La. R.S. 18:574](#))

(H.) Compensation will not be paid by the secretary of state to a board member in the following instances:

(1) When a designee served in the place of the board member (a designee may not serve for a governor's appointee);

(2) For service as a parish board commissioner; and

(3) For duties required to be paid by a candidate as detailed herein.

(I.) All requests for payment of a member's compensation for each election **MUST** include:

(1) Election Time and Expense Report ([Appendix E](#)); and

(2) Copy of Secretary of State's Office prior approval, if required.

### **3.03: Miscellaneous and Extraordinary Expenses**

(A.) Special Meeting Expenses

(1) Under [La. R.S. 18:433\(B\)](#), the board **MUST** meet at 10 a.m. by the second Friday in January in each year to select a commissioner-in-charge to serve at each precinct in the parish, in accordance with law. This meeting is reimbursable by the secretary of state as a special meeting.

(2) No other meeting may be reimbursable as a special meeting without the advanced written approval of the secretary of state or their designee.

(3) All requests for payment to a member for a special meeting **MUST** include:

(a) Election Time and Expense Report; and

(b) Copy of Secretary of State's Office prior approval, if required.

(B.) Postage Expenses

(1) Postage cost will be reimbursed based upon actual cost incurred for election related matters. A parish board **MUST** account for the postage cost by listing in detail what was mailed, how many items were mailed, the cost for each item, and the total cost. The parish board may submit electronically by email or through ERIN to the secretary of state, where applicable. The secretary of state may request a copy of any item being mailed prior to reimbursement.

(2) Postage will be reimbursed for legally mandated correspondence:

(a) Lists furnished to commissioners-in-charge - Notice is required to be mailed to each commissioner-in-charge listing the names, addresses, and party affiliations of all persons registered to vote in the ward who has received certificates of instruction for the general courses. ([La. R.S. 18:431](#))

(b) Notice of hearings - Notices to commissioners for removal or disqualification hearings are to be mailed by the board. ([La. R.S. 18:433\(E\)](#)) and ([La. R.S. 18:434\(E\)](#)) and ([La. R.S. 18:434\(F\)](#))

(c) Commissioner and Alternate Commissioner Notifications - A commission **MUST** be issued to each person selected as a commissioner and as an alternate commissioner and a notice of the time, date, and place of the pre-election course of instruction. ([La. R.S. 18:434\(C\)\(1\)](#)) and ([La. R.S. 18:434\(C\)\(2\)](#))

(d) Watcher Notification ([La. R.S. 18:435\(C\)](#)) - A commission **MUST** be issued to each qualified watcher and alternate watcher named on a timely filed list.

(e) Rejected absentee ballot or early voting ballot for cause on Election Day - Notice is required to be mailed within three days to the voter when their absentee or early voting ballot has been challenged on Election Day and the cause thereof on a form provided by the secretary of state. ([La. R.S. 18:1315\(C\)\(3\)](#))

(3) A board may request written prior approval from the secretary of state for reimbursement for postage for any other election matter that is not legally mandated.

(4) All requests for reimbursement **MUST** include the following:

(a) Itemized listing of postage use; and

(b) Written approval of the secretary of state, if any.

#### (C.) Public Notice Expense

(1) The secretary of state will reimburse a board for advertising public notices in the official parish journal that are required by law, and in other publications as authorized by law. The following is a present listing of all legally required public notices:

(a) Commissioner and Alternate Commissioner Selection - Notice **MUST** be published in the official journal of the parish of the date, time and location of the meeting of the parish board of election supervisors to select commissioners and alternate commissioners before a primary election. ([La. R.S. 18:434\(A\)\(2\)](#))

(b) Location of precincts and polling places - The board's publication of the location of polling places in the parish at least once before each primary election in accordance with ([La. R.S. 18:535\(B\)](#)) is a reimbursable election expense.

(c) Other public notices - Any other reasonable public notice may be reimbursed if the parish board provides notice in writing to the secretary of state of the need for such advertisement and prior approval is given by the secretary of state or their designee.

(2) A listing of Official Parish Journals may be found in [Appendix A](#) or may be viewed [online](#). The Official Parish Journals may be changed annually, so please check with the Secretary of State's Office or on our website to make sure you have the correct parish journal before publication. This [Appendix A](#) will be updated annually.

(3) The secretary of state will reimburse a board for advertising public notices in other journals of the parish or political subdivision that are required by law if the board provides notice in writing to the secretary of state of the need for such advertisement to insure maximum

coverage of the public notice, and prior approval is given by the secretary of state or their designee.

(4) The secretary of state prescribes the following uniform size of all public notices: a quarter page, unless prior approval is given by the secretary of state or their designee for a larger size.

(5) The secretary of state prescribes the following time limitation of all public notices: to run for two days as determined by the board, unless prior approval is given by the secretary of state or their designee for additional time.

(6) All requests for reimbursement **MUST** include the following:

(a) Original paper or electronic invoice from publisher;

(b) Original paper or electronic tear sheet from publisher; and

(c) Written justification and secretary of state approval for other publications, if any.

(7) The secretary of state will **NOT** reimburse the advertising of any public notice that includes any personal promotion of a board member, including but not limited to a member's photo or promotional text.

#### (D.) Security

(1) Security for the absentee and early voting count on election night may be a reimbursable expense.

(2) All law enforcement officers may be paid directly by the parish board, the clerk of court, or the secretary of state. The payroll section **MUST** follow all tax requirements.

(3) Where paid directly by the parish board or the clerk of court, reimbursement **MUST** not be made without prior written approval of the secretary of state or their designee if the reimbursement exceeds \$30 an hour, unless a higher fee is approved in advance by the secretary or their designee.

(4) To request reimbursement of more than \$30 an hour for security expenses, a parish board or clerk of court **MUST** submit an original Election Time and Expense Report form for each security officer, completed and signed by the officer and a member of the parish board, or their designee, or the clerk of court, or their designee. A copy of the prior written approval of the secretary of state **MUST** be included in the request for reimbursement.

(5) No reimbursement will be made for law enforcement officers who are on-call. All law enforcement officers who will be reimbursed **MUST** be located at the absentee counting and actually working on the election.

#### (E.) Miscellaneous and Extraordinary Expenses

If the parish board of election supervisors has an expense that is not covered herein, the board may submit a written request to the secretary of state in advance of incurring said expense, for approval by the secretary or their designee for reimbursement.



# Appendix A: Official Parish Journals





## **Acadia**

The Crowley Post Signal

602 North Parkerson, Crowley, LA 70526

Phone: 337-783-3450 Fax: 337-788-0949

Email: carla.ellison@crowleytoday.com

Expiration:

## **Ascension**

Gonzales Weekly Citizen

231 W. Cornerview St., Gonzales, LA 70737

Phone: 225-644-6397 Fax:

Email: aleblac@weeklycitizen.com

Expiration:

## **Avoyelles**

The Weekly News

105 N. Main St., Marksville, LA 71351

Phone: 318-253-9247 Fax: 318-253-7223

Email: ads@avoyelles.com

Expiration: 6/13/2024

## **Bienville**

Bienville Democrat

P.O. Box 29, Arcadia, LA 71001

Phone: 318-263-2922 Fax: 318-263-8897

Email: news@bienvilledemocrat.com

Expiration: 6/30/2024

## **Caddo**

The Caddo Citizen

1028 South Pine St., Ste. C, Vivian, LA 71082

Phone: 318-375-3294 Fax: 318-375-3308

Email: caddocitizen@centurytel.net

Expiration: 6/30/2024

## **Allen**

Kinder Courier News

1024 Third Ave., Kinder, LA 70648

Phone: 337-738-5642 Fax: 337-738-5630

Email: kindernews@yahoo.com

Expiration: 6/30/2024

## **Assumption**

Bayou Pioneer

3409 Hwy. 70 S, Pierre Part, LA 70339

Phone: 985-252-0501 Fax: 985-252-0504

Email: bayoujournallegals@teche.net

Expiration: 6/30/2024

## **Beauregard**

Beauregard Daily News

200 W. First St., DeRidder, LA 70634

Phone: 337-462-0616 Fax: N/A

Email: public.notices@beauregardnews.com

Expiration: 6/30/2024

## **Bossier**

Bossier Press Tribune

710 Benton Rd., Ste. A, Bossier City, LA 71111

Phone: 318-747-7900 Fax: 318-747-5298

Email: legals@bossierpress.com

Expiration: 6/30/2024

## **Calcasieu**

American Press

P.O. Box 2893, Lake Charles, LA 70602

Phone: 337-494-4007 Fax: 337-494-4092

Email: adv@americanpress.com

Expiration: 6/30/2024

## **Caldwell**

The Caldwell Watchman

241 Martin Luther St., Columbia, LA 71418

Phone: 318-649-7136 Fax: 318-649-7776

Email: caldwellnews@bellsouth.net

Expiration: 6/30/2024

## **Catahoula**

Catahoula News Booster

P.O. Box 188, Jonesville, LA 71343

Phone: 318-339-7242 Fax: 318-339-7243

Email: catahoulalegals@gmail.com

Expiration: 6/30/2024

## **Concordia**

The Concordia Sentinel

1308 First St., Ferriday, LA 71334

Phone: 318-757-3646 Fax: 318-757-3001

Email: legals@concordiasentinel.com

Expiration: 6/30/2024

## **East Baton Rouge**

The Advocate

10715 Rieger Rd., Baton Rouge, LA 70809

Phone: 225-383-1111 Fax: N/A

Email: legal.ads@theadvocate.com

Expiration: 6/30/2024

## **East Feliciana**

The Watchman

10715 Rieger Rd., Baton Rouge, LA 70809

Phone: 225-388-0128 Fax: 225-388-0164

Email: weeklylegals@theadvocate.com

Expiration: 6/30/2024

## **Cameron**

Cameron Parish Pilot

P.O. Box 995, DeQuincy, LA 70633

Phone: 337-786-8004 Fax: 337-786-8131

Email: deqnews.campilot@gmail.com

Expiration: 6/30/2024

## **Claiborne**

The Guardian Journal

P.O. Box 119, Homer, LA 71040

Phone: 318-927-3541 Fax: 318-927-3542

Email: guardianjournal@gmail.com

Expiration: 6/30/2024

## **DeSoto**

The Mansfield Enterprise & Interstate Progress

110 Welsh St., Mansfield, LA 71052

Phone: 318-872-4120 Fax: 318-872-6038

Email: news@mansfieldinterprise.com

Expiration: 7/1/2024

## **East Carroll**

Providence Journal

313 Lake St., Lake Providence, LA 71254

Phone: 318-559-2750 Fax: N/A

Email: providencejournal@att.net

Expiration: 6/30/2024

## **Evangeline**

Ville Platte Gazette

P.O. Box 220, Ville Platte, LA 70586

Phone: 337-363-3939 Fax: 337-363-2841

Email: legals@evangelinetoday.com

Expiration: 6/30/2024



## **Franklin**

The Franklin Sun

514 Prairie St., Winnsboro, LA 71295

Phone: 318-435-4521 Fax: N/A

Email: local@franklinsun.com

Expiration: 6/30/2024

## **Iberia**

The Daily Iberian

P.O. Box 9290, New Iberia, LA 70562

Phone: 337-365-6773 Fax: N/A

Email: iberianads@daily-iberian.com

Expiration: 6/30/2024

## **Jackson**

Ruston Daily Leader

P.O. Box 200, Ruston, LA 71201

Phone: 318-255-4353 Fax: 318-255-4006

Email: class@rustonleader.com

Expiration: 6/30/2024

## **Jefferson Davis**

Jennings Daily News

P.O. Box 910, Jennings, LA 70546

Phone: 337-824-3011 Fax: 337-824-3019

Email: classifieds@jenningsdailynews.net

Expiration: 6/30/2024

## **Lafourche**

Daily Comet

P.O. Box 631825, Cincinnati, OH 45263-1825

Phone: 877-736-7612 Fax: N/A

Email: legals@dailycomet.com

Expiration: 6/30/2024

## **Grant**

The Chronicle

705 C Main St., Colfax, LA 71417

Phone: 318-627-3019 Fax: N/A

Email: chronicle1876@yahoo.com

Expiration: 4/13/2024

## **Iberville**

The Advocate

10705 Rieger Rd., Baton Rouge, LA 70809

Phone: 225-383-1111 Fax: N/A

Email: legal.ads@theadvocate.com

Expiration: 6/30/2024

## **Jefferson**

The Times-Picayune/The New Orleans Advocate

840 St. Charles Ave., New Orleans, LA 70130

Phone: 504-636-7400 Fax: N/A

Email: legaljournals@theadvocate.com

Expiration: 6/30/2024

## **Lafayette**

The Daily Advertiser

P.O. Box 3268, Lafayette, LA 70502

Phone: 844-254-5256 Fax: 800-560-7434

Email: publicnotices@localiq.com

Expiration: 6/30/2024

## **LaSalle**

The Jena Times/Olla-Tullos-Eurania Signal

P.O. Box 3050, Jena, LA 71342

Phone: 318-992-4121 Fax: 318-992-2287

Email: editor@thejenatimes.net

Expiration: 6/30/2024

## **Lincoln**

Ruston Daily Leader

212 W. Park Ave., Ruston, LA 71270

Phone: 318-255-4353 Fax: 318-255-4006

Email: class@rustonleader.com

Expiration: 6/30/2024

## **Madison**

Madison Journal

P.O. Box 791, Tallulah, LA 71284

Phone: 318-574-1404 Fax: 318-574-4219

Email: legal@madisonjournal.com

Expiration: 6/30/2024

## **Natchitoches**

The Natchitoches Times

904 South Dr., Natchitoches, LA 71457

Phone: 318-352-3618 Fax: 318-352-7842

Email: publicnotices@natchitochestimes.com

Expiration: 12/31/2024

## **Ouachita**

The Ouachita Citizen

4423 Cypress St., West Monroe, LA 71291

Phone: 318-396-0602 Fax: 318-396-0900

Email: news@ouachitacitizen.com

Expiration: 6/30/2024

## **Pointe Coupee**

The Pointe Coupee Banner

P.O. Box 400, New Roads, LA 70760

Phone: 225-638-7155 Fax: 225-638-8442

Email: legal.pcbanner@gmail.com

Expiration: 6/30/2024

## **Livingston**

The Livingston Parish News

P.O. Box 1529, Denham Springs, LA 70727

Phone: 225-665-5176 Fax: 225-667-0167

Email: publicnotices@lpn1898.com

Expiration: 6/30/2023

## **Morehouse**

The Ouachita Citizen

4423 Cypress St., West Monroe, LA 71291

Phone: 318-396-0602 Fax: 318-396-0900

Email: news@ouachitacitizen.com

Expiration: 6/30/2024

## **Orleans**

The N.O. Times-Picayune/The N.O. Advocate

840 St. Charles Ave., New Orleans, LA 70130

Phone: 504-636-7400 Fax: 504-636-7429

Email: gnolegals@theadvocate.com

Expiration: 5/31/2024

## **Plaquemines**

The Plaquemines Gazette

P.O. Box 700, Belle Chasse, LA 70037

Phone: 504-392-1619 Fax: N/A

Email: publicnotices@plaqueminesgazette.com

Expiration: 5/31/2024

## **Rapides**

Alexandria Town Talk

1201 Third St., Alexandria, LA 71301

Phone: 318-487-3697 Fax: 318-487-6315

Email: legals@thetowntalk.com

Expiration: 6/30/2024

## **Red River**

The Coushatta Citizen

1904 Ringgold Ave., Coushatta, LA 71019

Phone: 318-932-4201 Fax: 318-932-4285

Email: news@coushattacitizen

Expiration: 6/30/2024

## **Sabine**

Sabine Index

P.O. Box 448, Natchitoches, LA 71458

Phone: 318-256-3495 Fax: 318-256-9151

Email: accounts@sabineindex.com

Expiration: 6/30/2024

## **St. Charles**

St. Charles Herald-Guide

P.O. Box 1199, Boutte, LA 70039

Phone: 985-758-2797 Fax: 985-758-7000

Email: legals@heraldguide.com

Expiration: 6/30/2024

## **St. James**

The News Examiner-Enterprise

P.O. Drawer 460, Lutcher, LA 70071

Phone: 225-869-5784 Fax: 225-869-4386

Email: ruhrvalley@earthlink.net

Expiration: 6/30/2024

## **St. Landry**

Eunice News

465 Aymond St., Eunice, LA 70535

Phone: 337-457-3061 Fax: 337-457-3122

Email: misty.deaville@eunicetoday.com

Expiration: 6/30/2024

## **Richland**

The Richland Beacon News

603 Louisa St., Rayville, LA 71269

Phone: 318-728-2250 Fax: 318-728-5991

Email: driser@bellsouth.net

Expiration: 6/30/2024

## **St. Bernard**

The St. Bernard Voice

1515 E. Judge Perez Dr., Ste. 5, Chalmette, LA 70043

Phone: 504-279-7488 Fax: 504-393-9327

Email: publicnotices@thestbernardvoice.com

Expiration: 6/30/2024

## **St. Helena**

The Advocate

10705 Rieger Rd., Baton Rouge, LA

Phone: 225-388-0103 Fax: N/A

Email: legal.ads@theadvocate.com

Expiration: 6/30/2024

## **St. John the Baptist**

L'Observateur

116 Newspaper Dr., LaPlace, LA 70068

Phone: 985-652-9545 Fax: 985-652-1633

Email: public.notices@lobservateur.com

Expiration: 6/13/2024

## **St. Martin**

Teche News

P.O. Box 69, St. Martinville, LA 70582

Phone: 337-394-6232 Fax: 337-394-7511

Email: legals@techetoday.com

Expiration: 6/30/2024

## **St. Mary**

The Morgan City Review

1014 Front St., Morgan City, LA 70380

Phone: 985-384-8370 Fax: N/A

Email: [legals@daily-review.com](mailto:legals@daily-review.com)

Expiration: 6/30/2024

## **Tangipahoa**

The Daily Star

1010 CM Fagan Dr., Ste. 105, Hammond, LA 70403

Phone: 985-254-7827 Fax: 985-542-9134

Email: [legalads@hammondstar.com](mailto:legalads@hammondstar.com)

Expiration: 6/30/2024

## **Terrebonne**

The Courier

187 Corporate Dr., Houma, LA 70360

Phone: 985-850-1120 Fax: N/A

Email: [legals@houmatoday.com](mailto:legals@houmatoday.com)

Expiration: 6/30/2024

## **Vermilion**

Abbeville Meridional

318 N. Main St., Abbeville, LA 70510

Phone: 337-893-4223 Fax: 337-898-0922

Email: [kathy.cormier@vermiliontoday.com](mailto:kathy.cormier@vermiliontoday.com)

Expiration: 6/30/2024

## **Washington**

The Era-Leader

1137 Main St., Franklinton, LA 70438

Phone: 985-839-9077 Fax: 985-839-9096

Email: [info@era-leader.com](mailto:info@era-leader.com)

Expiration: 6/30/2024

## **St. Tammany**

St. Tammany Farmer

321 N. New Hampshire St., Covington, LA 70434

Phone: 985-892-2323 Fax: N/A

Email: [publicnotices@sttammanyfarmer.net](mailto:publicnotices@sttammanyfarmer.net)

Expiration: 6/30/2024

## **Tensas**

Tensas Gazette

603 Louisa St., Rayville, LA 71269

Phone: 318-728-2250 Fax: N/A

Email: [driser@bellsouth.net](mailto:driser@bellsouth.net)

Expiration: 12/31/2023

## **Union**

The Banner

P.O. Box 568, Bernice, LA 71222

Phone: 318-285-7424 Fax: 318-285-7420

Email: [bernicebanner@oeccwildblue.com](mailto:bernicebanner@oeccwildblue.com)

Expiration: 6/30/2024

## **Vernon**

Leesville Daily Leader

P.O. Box 619, Leesville, LA 71446

Phone: 337-239-3444 Fax: 337-238-1152

Email: [classified@leesvilledailyleader.com](mailto:classified@leesvilledailyleader.com)

Expiration:

## **Webster**

Minden Press Herald

203 Gleason St., Minden, LA 71055

Phone: 318-377-1866 Fax: N/A

Email: [classifieds@press-herald.com](mailto:classifieds@press-herald.com)

Expiration: 6/30/2024

## **West Baton Rouge**

West Side Journal

P.O. Box 260, Port Allen, LA 70767

Phone: 225-343-2540 Fax: 225-344-0923

Email: editor@thewestsidejournal.com

Expiration: 6/30/2024

## **West Feliciana**

The St. Francisville Democrat

10705 Rieger Rd., Baton Rouge, LA 70809

Phone: 225-388-0215 Fax: N/A

Email: weeklylegals@theadvocate.com

Expiration: 6/30/2024

## **West Carroll**

The West Carroll Gazette

512 Constitution Ave., Oak Grove, LA 71263

Phone: 318-428-3207 Fax: N/A

Email: jesstown71263@gmail.com

Expiration: 6/30/2024

## **Winn**

Winn Parish Enterprise

P.O. Box 750, Winnfield, LA 71483

Phone: 318-628-2712 Fax: 318-628-6196

Email: advertising@winnparishenterprise.com

Expiration: 6/30/2024



# **Appendix B: Travel Expense Account (Travel Reimbursement)**











**Appendix C:**  
**Executive Order No.**  
**JBE-2020-2021**  
**(Small Purchase Procedures)**







EXECUTIVE DEPARTMENT  
EXECUTIVE ORDER NUMBER JBE 2020 – 21

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***SMALL PURCHASE PROCEDURES***

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- WHEREAS,** the Louisiana Procurement Code, in R.S. 39:1596, authorizes the governor to establish procedures for the procurement of small purchases with the caveat that “procurement requirements shall not be artificially divided so as to constitute a small purchase under this Section”;
- WHEREAS,** the Louisiana Procurement Code exempts small purchases from the competitive sealed bidding requirements of the code;
- WHEREAS,** Louisiana businesses are a driving force in the Louisiana economy;
- WHEREAS,** Executive Order No. JBE 17-18, signed July 31, 2017, established the procedure for the procurement of small purchases in accordance with the statutory guidelines of the Louisiana Procurement Code; and
- WHEREAS,** it is necessary to update the guidelines established in Executive Order Number JBE 17-18 through the issuance of a replacement executive order.

**NOW THEREFORE I, JOHN BEL EDWARDS,** Governor of the State of Louisiana, by virtue of the authority vested by the Constitution and laws of the State of Louisiana, do hereby order and direct as follows:

- SECTION 1:** All departments, institutions, boards, commissions, budget units, and agencies of the executive branch of state government, and the officers and employees thereof, (hereafter “agency”) shall observe, be guided by, and implement the specific directives on small purchase procedures set forth in this Order. This Order in no way affects or changes the purchasing authority delegated to an agency by the chief procurement officer as defined in R.S. 39:1556. No provision of this Order shall be construed as a limitation on the number of quotations to be solicited prior to making a purchase or procurement. Louisiana businesses, especially certified small entrepreneurships and certified veteran-owned small entrepreneurships should be utilized to the greatest extent possible when soliciting prices.
- SECTION 2:** Unless the context clearly indicates otherwise, the words and terms used in this Order shall be defined as follows:
- A. “Small purchases” means (1) any procurement of supplies or operating services not exceeding thirty thousand dollars (\$30,000), or (2) any procurement of those items listed in Section 5 of this Order, which are exempt from the competitive sealed bidding requirements of the Louisiana Procurement Code, as provided in that Section.
  - B. “Small Entrepreneurship” means a business currently certified as a small entrepreneurship by the Department of Economic Development, in accordance with the Provisions of the Louisiana Initiative for Small Entrepreneurships (Hudson Initiative), R.S. 39:2006; or a business currently certified as a small and emerging business by the Department of Economic Development, in accordance with the Provisions of the Small and Emerging Business Development Program, R.S. 51:941, *et seq.*;

- C. "Veteran-Owned Small Entrepreneurship" means a business currently certified as a veteran or service-connected disabled veteran-owned small entrepreneurship by the Department of Economic Development, in accordance with the provisions of the Louisiana Initiative for Veteran and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (The Veteran Initiative), R.S. 39:2176;
- D. "Authorized dealer" means a company that is specifically authorized by the manufacturer to sell and/or provide service for its products; and
- E. "Louisiana authorized dealer" means a company that satisfies the requirements of a resident business as defined in R.S. 39:1556 and is specifically authorized by the manufacturer to sell and/or provide service for its products.

**SECTION 3:** The following items are not subject to the procedures set forth in this Order:

- A. Those items covered by an existing state contract;
- B. Labor and Material contracts which exceed ten thousand dollars (\$10,000); and
- C. Professional, personal, consulting and social (PPCS) service contracts.

**SECTION 4:** Except as otherwise provided in this Order, all small purchases shall be made in accordance with the following minimum procedures:

- A. No competitive process is required for purchases not exceeding ten thousand dollars (\$10,000) per single purchase transaction.
- B. Price quotations shall be solicited from three (3) or more bona fide, qualified vendors for purchases exceeding ten thousand dollars (\$10,000) but not exceeding twenty thousand dollars (\$20,000).
  - 1. Quotations may be made by telephone, facsimile, written, or other means and shall be awarded on the basis of the lowest responsive quotation. Whenever possible, at least one (1) of the bona fide, qualified vendors shall be a certified small entrepreneurship or a certified veteran-owned small entrepreneurship. Agency files shall document and list all solicited vendors and each vendor's contact person, summarize quotations received, indicate the successful vendor and state the reason why any lower quotation was rejected. Agency files should also contain written confirmation of the quotation from the successful vendor.
  - 2. When the price is determined to be reasonable, the requirement to solicit three (3) quotations may be waived when purchasing from a certified small entrepreneurship or a certified veteran-owned small entrepreneurship. Reasonable is a best-value determination based on price, delivery, service, and/or any other related factors. This determination is to be maintained in the file.
  - 3. The requirement to solicit at least one (1) certified small entrepreneurship or certified veteran-owned small entrepreneurship is waived for procurements posted on LaPAC, Louisiana's internet based system for posting vendor opportunities and award information.
- C. Price quotations shall be solicited from five (5) or more bona fide, qualified vendors for purchases exceeding twenty thousand (\$20,000) but not exceeding thirty thousand dollars (\$30,000).
  - 1. Quotations may be made by facsimile or written means and shall be awarded on the basis of the lowest responsive price quotation received. Whenever possible, at least two (2) of the bona fide, qualified vendors shall be certified small entrepreneurships or certified veteran-owned small entrepreneurships. Agency files shall document and list all solicited vendors and each vendor's response, summarize quotations received, indicate the awarded quotation, and state the reason why any lower quotation was rejected.



2. When the price is determined to be reasonable, the requirement to solicit five (5) quotations may be waived when purchasing from a certified small entrepreneurship or a certified veteran-owned small entrepreneurship. Reasonable is a best-value determination based on price, delivery, service, and/or any other related factors. This determination is to be maintained in the file.
3. The requirement to solicit at least two (2) certified small entrepreneurships or certified veteran-owned small entrepreneurships is waived for procurements posted on LaPAC, Louisiana's internet based system for posting vendor opportunities and award information.
4. A minimum of three (3) working days shall be allowed for receipt of quotations.
5. All written or facsimile solicitations shall include the closing date, time, and all pertinent competitive specifications, including quantities, units of measure, packaging, delivery requirements, ship-to location, terms and conditions, and other information sufficient for a supplier to make an acceptable quotation. Precautionary measures shall be taken to safeguard the confidentiality of vendor responses prior to the closing time for receipt of quotations. No quotation shall be evaluated using criteria not disclosed in the solicitation.

**SECTION 5:** The following items are considered small purchases and may be procured in the following manner:

- A. No competitive process is required for the following items:
  1. Repair parts for equipment obtained from the original equipment manufacturer or an authorized dealer. A Louisiana authorized dealer shall be used if practicable. This provision does not apply to the stocking of parts;
  2. Equipment repairs obtained from the original equipment manufacturer or an authorized dealer. A Louisiana authorized dealer shall be used if practicable;
  3. Vehicle repairs not covered by a competitive state contract or the state fleet maintenance repair contract, obtained from an authorized dealer. A Louisiana authorized dealer shall be used if practicable.
  4. Vehicle body repairs covered by insurance recovery and in accordance with insurance requirements;
  5. Livestock procured at public auction or from an individual which has purebred certification approved by the Department of Agriculture & Forestry;
  6. Purchasing or selling transactions between state budget units and other governmental agencies;
  7. Publications, including electronic publications and subscriptions, and/or copyrighted materials purchased directly from the publisher or copyright holder;
  8. Publications and/or copyrighted materials purchased by libraries or text rental stores from either subscription services or wholesale dealers which distribute for publishers and/or copyright holders;
  9. Public utilities and services provided by local governments;
  10. Prosthetic devices, implantable devices, and devices for physical restoration which are not covered by a competitive state contract;
  11. Non-customized training, including educational instructor fees, and related resources (except equipment) used to enhance the performance of state employees and good standing of state agencies, including memberships in and accreditations by professional societies and organizations;

12. Procurements for clients of blind and vocational rehabilitation programs not covered by competitive state contract which are federally funded at a rate of at least 78.7%, regulated by Title 34, Parts 361, 365, 370, and 395 of the Code of Federal Regulations, and in accordance with OMB Circular A-102;
13. Materials, supplies, exhibitor fees, and exhibit booths for conferences, seminars, and workshops, or similar events (business, educational, promotional, cultural, etc.) for participation in promotional activities which enhance economic development or further the department's mission, duties and/or functions, with the approval of the department secretary, or agency equivalent, if not covered by competitive state contract;
14. Wire, related equipment, time and material charges to accomplish repairs, adds, moves, and/or changes to telecommunications systems not exceeding two thousand five hundred dollars (\$2,500);
15. Working class animals trained to perform special tasks, including but not limited to, narcotics detection, bomb detection, arson investigation, and rescue techniques;
16. Food, materials, and supplies for teaching and per course training not exceeding thirty thousand dollars (\$30,000) where the purchasing, preparing, and serving of food are part of the regularly prescribed course;
17. Renewal of termite service contracts;
18. Purchase of supplies, operating services, or equipment for Louisiana Rehabilitation Services, Traumatic Head and Spinal Cord Injury Trust Fund Program. Although competitive bidding is not required under this paragraph, whenever practicable, three (3) quotations from bona fide, qualified vendors should be obtained. Whenever possible, at least one (1) of the bona fide, qualified vendors shall be a certified small entrepreneurship or a certified veteran-owned small entrepreneurship;
19. Purchasing of clothing at retail necessary to individualize clients at state developmental centers in compliance with Federal Regulations for ICF/MR facilities;
20. Health insurance for the managers of Randolph-Sheppard programs, as defined by 20 U.S.C. §107, et seq., and paid from income generated by unmanned vending locations;
21. Purchases made to resell as part of a merchandising program with the written approval on file from the secretary of the department, or agency equivalent, when it is not practical or feasible to obtain competitive price quotations;
22. Commercial Internet Service not exceeding one thousand five hundred dollars (\$1,500) per subscription per year;
23. Advertising, where permitted by law and the head of an agency or designee certifies that specific media is required to reach targeted audiences;
24. Scientific and laboratory supplies and equipment when procured by colleges and universities for laboratory or scientific research not to exceed thirty thousand dollars (\$30,000) per transaction;
25. Publication of articles, manuscripts, etc. in professional scientific, research, or educational journals/media and/or the purchase of reprints not;
26. Livestock sperm and ova;
27. Royalties and license fees for use rights to intellectual property, such as but not limited to: patents, trademarks, service marks, copyrights, music, artistic works, trade secrets, industrial designs, domain names, etc.;



28. Equipment moves by the original equipment manufacturer or authorized dealer to ensure equipment operation to original equipment manufacturer specifications, calibration, warranty, etc. not to exceed thirty thousand dollars (\$30,000) per transaction;
  29. Mailing list rentals or purchases;
  30. Art Exhibition rentals and/or loan agreements and associated costs of curatorial fees, transportation, and installation;
  31. Registered breeding stock whose purchase price and quality has been approved by the Commissioner of Agriculture and Forestry and a specialist of Louisiana State University to be designated by the head of the College of Agriculture; and
  32. Other livestock whose purchase price and quality has been approved by the Commissioner of Agriculture and Forestry, provided that the cost per head does not exceed \$1,500.
- B. For the following items, when the purchase is in excess of the limit prescribed by Subsection 4.A of this Order, telephone, written, or facsimile price quotations shall be solicited, where feasible, from at least three (3) bona fide, qualified vendors. Whenever possible, at least one (1) of the bona fide, qualified vendors shall be a certified small entrepreneurship or a certified veteran-owned small entrepreneurship.
1. Farm products including, but not limited to, fresh vegetables, milk, eggs, fish, or other perishable foods, when it is determined that market conditions are unstable and the competitive sealed bidding process is not conducive for obtaining the lowest prices;
  2. Food, materials, and supplies needed for:
    - a. Operation of boats and/or facilities in isolated localities where only limited outlets of such supplies are available and the cost of the food, materials, and supplies do not exceed thirty thousand dollars (\$30,000); and/or
    - b. Juvenile detention homes and rehabilitation facilities/homes where the number of inmates, students, or clients is unstable and unpredictable;
  3. Convention and meeting facilities including security services if applicable, provided that any associated food or lodging must be in accordance with Policy & Procedure Memorandum No. 49 – General Travel Regulations;
  4. Gasoline and fuel purchases not covered by competitive state contract;
  5. Equipment for blind operated facilities not covered by competitive state contract;
  6. Livestock feed commodities, including but not limited to soybean meal, cottonseed meal, and oats not exceeding thirty thousand dollars (\$30,000);
  7. Seed commodities, including but not limited to rye grass, soybean seed, corn seed, cotton seed, etc. as well as related fertilizers, herbicides, insecticides, and fungicides when not covered by competitive state contract;
  8. FAA PMA approved aircraft parts and/or repairs, inspections, and modifications performed by an FAA-certified mechanic and/or at an FAA certified repair station in accordance with FAA requirements with approval by the head of the agency or head of Office of Aircraft Services, Division of Administration;
  9. Air and bus charters in accordance with PPM 49, including group travel that does not qualify for commercial rates available to individual travelers.

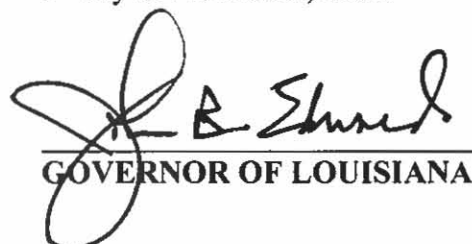
**SECTION 6:**

In the absence of a good faith business basis, no purchase or procurement shall be artificially divided within a cost center, or its equivalent, to avoid the competitive process or the solicitation of competitive sealed bids.

- SECTION 7:** All departments, commissions, boards, offices, entities, agencies, and officers of the state of Louisiana, or any political subdivision thereof, are authorized and directed to cooperate in the implementation of this Order.
- SECTION 8:** Executive Order Number JBE 17-18 is hereby rescinded.
- SECTION 9:** This Order is effective upon signature and shall continue in effect until amended, modified, terminated, or rescinded by the governor, or terminated by operation of law.

**IN WITNESS WHEREOF**, I have set my hand officially and caused to be affixed the Great Seal of the State of Louisiana in the City of Baton Rouge, on this 9<sup>th</sup> day of November, 2020.



  
\_\_\_\_\_  
GOVERNOR OF LOUISIANA

**ATTEST BY THE  
SECRETARY OF STATE**

  
\_\_\_\_\_  
SECRETARY OF STATE

# **Appendix D: Uniform Fee Schedule for Copies of Public Records**





**Title 4**  
**ADMINISTRATION**  
**Part I. General Provisions**

**Chapter 1. Rulemaking Petitions**

**§101. Submission of a Rulemaking Petition**

A. In accordance with R.S. 49:953(C)(1), any interested person may petition an agency to adopt a new rule, or to amend or repeal an existing rule.

B. To petition an agency within the Division of Administration for changes to the agency's current rules, or for the adoption of new rules within the agency's purview, an interested person shall submit a written petition to the Division of Administration, Office of the Commissioner. The petition shall include:

1. the petitioner's name and address;
2. the name of the promulgating agency for the rule in question;
3. specific text or a description of the proposed language desired for the adoption or amendment of a rule, or the specific rule and language identified for repeal;
4. justification for the proposed action; and
5. the petitioner's signature.

C. The rulemaking petition shall be submitted by certified mail and addressed to:

Office of the Commissioner, Division of Administration  
Re: Rulemaking Petition  
P.O. Box 94095, Capital Station  
Baton Rouge, LA 70804-9095

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:4 and 49:953, et seq.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Office of the Commissioner, LR 46:337 (March 2020).

**§103. Consideration of a Rulemaking Petition**

A. Upon receipt, a rulemaking petition shall be forwarded to the promulgating agency for review.

B. Within 90 days of receipt of the rulemaking petition, the agency shall either:

1. initiate rulemaking procedures to adopt a new rule, or to amend or repeal an existing rule; or
2. notify the petitioner in writing of the denial to proceed with rulemaking, stating the reason(s) therefor.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:4 and 49:953, et seq.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Office of the Commissioner, LR 46:337 (March 2020).

**Chapter 3. Fees**

**§301. Uniform Fee Schedule for Copies of Public Records**

A. Copies of public records furnished to a person so requesting shall be provided at fees according to the following schedule.

B.1. Charges for the first copy of any public records shall be at a minimum \$0.25 per page for microfiche reproductions or paper copies up to 8 1/2 by 14 inches.

2. A two-sided copy shall be considered two pages.

C. Charges for copies of public records on paper larger than 8 1/2 by 14 inches shall be the same as the actual cost to the agency for copying same.

D. Charges for copies of public records on preprinted computer reports shall be the same rate specified in §301.A and B. Each agency shall develop a uniform fee schedule for providing printouts of public records stored in a computer data base utilizing routing utility programs. Such uniform fee schedule shall be first approved by the Division of Administration. An estimated cost shall be given for reproduction of public records stored in a computer which require program modification or specialized programs. The requesting party shall be advised of the estimate, and that it is an estimate, but the actual cost for reproduction, including programming costs, shall be charged if it differs from the estimate.

E. Agencies which have an established fee for copying public records that is in excess of those set forth in the rule must justify that fee in writing and have the established fee approved by the Division of Administration.

F. Copies of public records shall be furnished without charge, or at a reduced charge, to indigent citizens of this state or the persons whose use of such copies will be limited to a public purpose, including, but not limited to, use in a hearing before any governmental regulatory commission.

G. This schedule does not apply to copies of public records, the fees for the reproduction of which are otherwise fixed by law, nor shall this schedule apply to requests for copies from one state agency to another.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:241 and R.S. 44:32.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 8:411 (August 1982), amended LR 12:229 (April 1986).

## Chapter 4. Department of State

### §401. Department of State Non-Statutory Fee Schedule

A. The Department of State has established non-statutory fee schedules for various filings, services, and publications. If a product referred to in the schedules shown below has to be mailed, the cost for mailing said product would be added to the fee charged.

#### 1. Department of State General Fees

Item	Fee
Express Delivery (Cost Per Package)	Actual Cost
Non-Sufficient Funds Charge	\$25.00
Photocopies (Per Page)	\$0.25
Postage (Per Package)	Actual Cost
Public Records Request Fee (Certify Public Records) (Cost Per Certification Form)	\$20.00
Public Records Request Fee (Cost Per Page up to 8 1/2" X 14") (Two-sided copy is charged as two pages) (Including Facsimile)	\$0.25
Public Records Request Fee (Cost Per Page for Printed Copy Greater Than 8 1/2" X 14") (Two-sided copy is charged as two pages)	Actual Cost
Public Records Request Fee (Cost Per Page for CD-ROM or USB Drive)	\$0.25
Public Records Request Fee (Cost Per Page for Electronic File Emailed)	\$0.25

#### 2. Business Services Division—Commercial

Item	Fee
<b>Corporations—</b>	
Complete Corporation Information Computer Data Transfer	
Weekly, Per Initial Load	\$2,500.00
50 Files at \$200 Per Week	\$10,000.00
Total	\$12,500.00
Monthly, Per Initial Load	\$2,500.00
11 Monthly Files at \$400	\$4,400.00
Total	\$6,900.00
Monthly Trade Names Only, 12 Monthly Files	
Total	\$1,725.00
Customized Computer List	\$25 for 1st 40 Records Plus \$0.01 Per Each Additional Record
<b>Miscellaneous Corporations Fees—</b>	
Agent for Service of Process	\$15.00
Certificate for Service of Process	\$20.00
Political Subdivision	\$10.00
Power of Attorney	\$25.00
<b>Uniform Commercial Code—</b>	
Direct Access Fee, Annual Subscription, Unlimited Usage	\$400.00
Monthly Updates Information Computer Data Transfer, Annual Fee, Monthly Updates Subscription	\$6,900.00

#### 3. Legal Division—Commissions

Item	Fee
Adoptions (Apostilles or Authentication Certificates) (Cost Per Certificate)	\$10.00
Apostille Certificate (Cost Per Certificate)	\$20.00
Certificate of Authentication (Cost Per Certificate)	\$20.00
Certificate of a Pardon (Cost Per Certificate)	\$20.00
Certified Document (Executive Orders or Proclamations)	\$20.00

Item	Fee
(Per Document)	
Replacement Commission Certificate	\$20.00
Replacement Identification Card	\$5.00

#### 4. Election Services—Publications

Item	Fee
Bond Registration Certificate (Municipal Bonds) (Optional)	\$10.00
Certified Copy (Per Document) (In Addition to \$0.25 Per Page Fee)	\$20.00
Certified Copy of "Living Will" Declaration Registration	\$20.00
"Living Will" Replacement of Identification Card	\$5.00
<b>Proces Verbal</b>	
Recordation	\$10.00
Proces Verbal (Cost Per Page)	\$2.00
Public Officials Signature Registration Certificate	\$10.00
<b>Publications</b>	
Ballot Box	\$5.00
<b>Buckram Bound Acts of Legislature</b>	
2010/I, II and III (2010 Regular Session)	\$172.00
2011/I and II (2011 Regular and 1st Extraordinary Sessions)	\$120.00
2012/I, II and III (2012 Regular Session)	\$174.00
2013/I and II (2013 Regular Session)	\$120.00
2014/I, II and III (2014 Regular Session)	\$170.00
2015/I and II (2015 Regular Session)	\$205.00
2016/I, II and III (2016 Regular Session and 1st and 2nd Extraordinary Sessions)	\$340.00
2017/I and II (2017 Regular Session and 1st and 2nd Extraordinary Sessions)	\$250.00
Future Issues (Printed Annually) *	Varies
Code of Governmental Ethics	\$5.00
Corporation Law	\$25.00
Election Code	\$20.00
Lawrason Act	\$5.00
Legislative Calendar of the Legislature	\$25.00
Official Journal of the Proceedings of the House of Representatives	\$25.00
Official Journal of the Proceedings of the Senate	\$25.00
Report of Secretary of State CY 2009 and CY 2010	\$63.00
Report of Secretary of State CY 2011 and CY 2012	\$60.00
Report of Secretary of State CY 2013 and CY 2014	\$70.00
Report of Secretary of State CY 2015 and CY 2016	\$40.00
Report of Secretary of State (Future Issues) (Printed Bi-Annually) **	Varies
Roster of Officials 2012	\$25.00
Roster of Officials 2016	\$30.00
Roster of Officials (Future Issues) (Printed Every 4 Years) **	Varies

The department shall publish the cost in *The Advocate* annually for these publications and will post the costs on the department's website after the cost for each publication is determined.

\*Pursuant to R.S. 43:22, the formula for the cost for publishing the Buckram Bound Acts of Legislature is as follows: Printing Estimate + 10 Percent of the Printing Cost + Postage/Quantity of Books Ordered.

\*\*The cost for these publications may vary and is based upon the following: Printing Estimate + Department Staff Costs + Postage/Quantity of Books Ordered.

#### 5. State Archives Division – Archives Reproduction and Research Section <sup>1</sup>

Item	Fee
<b>Digital Imaging—</b>	
600 Pixels Per Inch .TIFF Digital Image (Not for Commercial Use) (For Existing Original Photograph Collections Only) (See Reproduction Rights Fee) 3	\$10.00

Title 4, Part I

Item	Fee
Reproduction Rights Fee (Commercial Use Only) (Per Image) 4	\$100.00
Legislative Committee Audio Tapes Reproduction --	
For Public (Archives Provides Tape) (Cost Per Tape or Digital Recording)	\$20.00
For State Agency (Archives Provides Tape) (Cost Per Tape or Digital Recording)	\$10.00
Photocopy Reproduction—	
Confederate Pension Records Applications (Per Individual) (Cost Per One Application)	\$20.00
Military Service Records (Confederate Soldiers Military Records From Louisiana and World War I Discharge Records) (Cost Per Individual)	\$15.00
Other Historical Documents (Per Act 602 of the 2006 Regular Legislative Session) (Louisiana Governmental Agencies Only) (Cost Per Set)	\$10.00
Proces Verbal (Archived Records Only)	
Certification	\$20.00
Proces Verbal (Cost Per Page)	\$2.00
Self-Service Copy Charges—	
Book Scanner Prints (Cost Per Page)	\$0.25
Computer Printouts (Cost Per Page)	\$0.25
Microfilm Prints (Cost Per Page)	\$0.50
Photocopies (Cost Per Page)	\$0.25
Staff Reproduction of Archival Material—	
Document Certification (Cost Per Record)	\$20.00
Public Vital Records (Certified) (Cost Per Record)	\$10.00
Public Vital Records (Certified Letter of “No Record After Reasonable Search”) (Per Individual) (Vital Records Only)	\$20.00
Public Vital Records, Photocopy (Non-Certified) (Cost Per Record)	\$5.00

<sup>1</sup> Fees are for research and must be collected for both successful and unsuccessful searches. No research will be conducted until payment is received. As such, email requests will only be taken with approved bankcard prepayment.

<sup>2</sup> Refer to the Louisiana State Archives Policy on the Reproduction of Archival Images (Form LH10).

<sup>3</sup> Refer to the Louisiana State Archives Policy on the Reproduction of Archival Images (Form LH10) and Request for Permission to Publicly Display Images for Commercial Use (Form LF12).

a. The following forms will be used when requesting reproduction of archival images and requesting permission to publicly display images for commercial use:

i. Policy on the Reproduction of Archival Images (Form LH10); and/or

ii. Request for Permission to Publicly Display Images for Commercial Use (Form LFP12).

6. State Archives Division—Multi-Media Library<sup>4</sup>

Item	Fee
Audio and Video Fees—	
Staff Research/Production Time Rush Fee	\$50.00
Materials Charge (Cost Per Tape)	\$10.00
Audio Duplication Fee for Screener—	
Local (Per Hour of Footage)	\$100.00
National (Per Hour of Footage)	\$100.00
Other Commercial (Per Hour of Footage)	\$100.00
Worldwide (Per Hour of Footage)	\$100.00
Film and Video Duplication Fee for Screener—	
Local (Per Hour of Footage)	\$300.00
National (Per Hour of Footage)	\$300.00
Other Commercial/Telecourse (Per Hour of Footage)	\$300.00
Worldwide (Per Hour of Footage)	\$300.00
Multimedia Archives License Fee Schedule—	

Item	Fee
Cable/Satellite Television Transmission Only	
Local	\$15.00
Nationwide	\$25.00
Captured Audience (i.e. In-Flight, Cruise Ship)	\$25.00
In Addition to Any of the Other Media	\$5.00
Corporate Presentations, Live Events, Concerts and Museum Exhibits	
Local (One-Location or One-State)	\$15.00
Nationwide	\$20.00
Worldwide	\$25.00
Educational, Non-Commercial Distribution Only (Non-Broadcast)	
Local	\$10.00
Nationwide	\$15.00
In Addition to Any of the Other Media	\$5.00
Film Festivals	
Nationwide	\$20.00
Worldwide	\$25.00
In Addition to Any of the Other Media	\$5.00
Home Video (CD-ROM, DVD) (Distribution Only)	\$25.00
In Addition to Any of the Other Media	\$10.00
Internet (Files must be protected from download)	\$25.00
In Addition to Any of the Other Media	\$5.00
Radio Transmission	
Nationwide	\$10.00
Worldwide	\$15.00
In Addition to Any of the Other Media	\$5.00
Television Broadcast and Cable/Satellite Transmission	
Local	\$15.00
Nationwide (U.S. and Canada)	\$30.00
Worldwide	\$45.00
Television Broadcast on Non-Commercial (PBS) Stations Only	
Local	\$15.00
Nationwide	\$20.00
Television Commercials	
Local (One Market)	\$30.00
Nationwide	\$45.00
Worldwide	\$60.00
Theatrical Distribution	\$40.00
Plus Nationwide Television Broadcast and Cable/Satellite Television	\$45.00
Plus Worldwide Television Broadcast and Cable/Satellite Television	\$50.00
Video-On-Demand/Pay-Per-View (Includes Downloadable Video and Wireless Devices)	\$20.00
In Addition to Any of the Other Media	\$5.00
All Media, Not Known, Worldwide	\$90.00

<sup>4</sup> A \$300 minimum license fee applies to all the license fees listed herein and is due and payable at the time the footage is ordered from Louisiana State Archives and is non-refundable in the event of non-usage of the footage.

7. State Archives Division—Micrographics and Storage (Interagency Services Only)

Item	Fee
2nd Diazo Duplicate Reel (16 mm)	\$10.00
2nd Diazo Duplicate Reel (35 mm)	\$15.00
2nd Silver Original Reel (Dual Reels)	\$8.00
Add-on Image to Microfiche Jacket	\$0.20
From Paper to Microfilm	\$0.07
Load Reel onto Cartridge	\$10.00
Microfiche Jacket	\$0.50
Microfilm Duplication of Existing Roll (Cost Per Roll)	
16 mm Reel (Includes Shipping and Handling)	\$20.00
16 mm Reel (Duplicate Film for State Agencies)	\$10.00
35 mm Reel (Includes Shipping and Handling)	\$25.00

The microfilm image (16 mm or 35 mm) price includes the following: pickup, make ready, filming, processing, storage of original reel at the Louisiana State Archives Facility, duplicate reel sent to agency, disposal of original documents, and/or return of documents per agency instruction or approval. For more details or job price quotes, please contact the microfilm program at (225) 922-1000.

8. State Archives Division—Storage Facility

Item	Fee
Package of Cubic Foot Boxes (Storage Boxes for State Records Center Storage) (25 Boxes in Package)	Actual Cost

Due to the fluctuation in the department’s procurement cost of the storage boxes, the actual cost for boxes will be assessed and will be posted on the department’s website.

B. Method of Payment

1. The acceptable methods of payment for fees specified in Subsection A above are credit card (see bankcard convenience fee below), check, money order, or cash. Checks and money orders should be made to the Department of State.

2. There is a service charge for using a bankcard for transactions conducted via internet, postal mail, email, FAX, and telephone requests. If using a credit or debit card for an in-person transaction, there is no service charge. Since the bankcard convenience fee has to be approved by the State Treasurer, the fee will be posted on the department’s website. This amount may vary.

3. Payments from state entities are to be processed through authorized state accounting systems.

AUTHORITY NOTE: Promulgated in accordance with R.S. 3:1447, R.S. 9:2782, R.S. 18:1293, R.S. 24:172, R.S. 24:173.1, R.S. 25:1282, R.S. 25:1284, R.S. 36:742, R.S. 40:1151.2, R.S. 43:19, R.S. 43:22, R.S. 44:1 et seq., R.S. 44:402, R.S. 44:405, R.S. 44:406, R.S. 44:408, R.S. 44:415, R.S. 44:420, R.S. 44:421, R.S. 49:222(A), R.S. 49:227, R.S. 49:228, Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents, and Hague Convention of 29 May 1993 on Protection of Children and Co-operation in Respect of Intercountry Adoption (22 CFR 96).

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, LR 43:2537 (December 2017), amended LR 44:2222 (December 2018).

**§403. Department of State Public Records Request**

A. The Department of State processes public records requests during regular business hours (Monday through Friday from 8 a.m. to 4:30 p.m.) each business day. The department does not process requests on Saturdays, Sundays, or state holidays.

B. All requests shall be made in writing and may be made by completing a form that will be provided on the department’s website. If the copies are to be certified, the person making the request should notify the department when making his request. Certified copies are not available when transmitting records via email, except for commercial records.

C. When submitting a request in writing or in-person, the requestor should use the following address: Department of

State, Attention: Legal Division (Public Records Request), 8585 Archives Blvd., P.O. Box 94125, Baton Rouge, LA 70804-9125. Requests may also be made online by answering all of the questions provided on the form and submitting the request to the following email address: PublicRecordsRequest@sos.la.gov.

D. Every public records request shall provide a detailed description of the documents being requested. In addition, the requestor shall inform the department as to the format (i.e., hard copy, electronic copy, USB drive, CD, tape, etc.) to use when submitting the documents to the requestor. In addition, he must stipulate the delivery method (U.S postal service, express mail, electronic delivery, in-person, or fax) that will be used to submit documents to requestor.

E. After the department processes the request, an estimate of the costs will be submitted to the requestor utilizing the costs specified in §401 above plus the cost of delivery. All payments can be made utilizing a credit card (see §401.B.2 above for convenience fee), check, or money order. Once the department receives the funds from the requestor, the department will release the documents to the requestor.

AUTHORITY NOTE: Promulgated in accordance with R.S. 36:742, R.S. 44:1 et seq., and R.S. 49:222(A).

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, LR 43:2539 (December 2017).

**§405. Louisiana State Archives Facilities**

A. Non-Profit Groups and Civic Organizations. There is no rental fee charged for use of the state archives facility during regular business hours (Monday through Friday 8 a.m. to 4 p.m.). These meetings must be free and open to the public. If a non-profit group or civic organization wants to meet after hours, there will be a \$50 security fee charged. The state archives facility closes at 9 p.m. for all after hour events.

B. For-Profit and Commercial Groups. These groups will be charged based on the schedule listed below:

1. \$75 for half-day rental;
2. \$150 for full-day rental during regular business days (Monday to Friday from 8 a.m. to 4 p.m.); and
3. \$300 for after-hours events.

C. The state archives facilities will close at 9 p.m. for all after-hours events.

D. Method of Payment. When paying for either the rental cost or the security fee, one-half of the total fee is to be made payable to the Department of State and the other one-half is to be made payable to the Friends of the Louisiana State Archives.

E. In order to rent the state archives facility, all organizations will be required to complete a Louisiana State Archives Event Request Form, which can be found on the department’s website. On the form, the organization will be required to acknowledge agreement with the indemnification



provision specified on the form. The completed form should be mailed to the Department of State, Archives Division, P.O. Box 94125, Baton Rouge, LA 70804-9125. The form may also be emailed to the Archives Division. If there are any questions, call the state archives facility at (225) 922-1000.

F. The state archives facility consists of the following:

1. auditorium (95 permanent tiered seats with a capacity of 120 when using folding chairs);
2. gallery (40-seat capacity with no projector option); and
3. lobby.

G. In addition, the organization shall indicate if they need any of the following:

1. microphone;
2. podium;
3. projector;
4. 6-foot tables; and/or
5. additional folding chairs.

H. Every effort will be made to accommodate requests; however, events may have to be postponed or moved to alternate locations due to unforeseen circumstances, such as early voting. The department will notify the organization as soon as possible should any change become necessary.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 36:742, R.S. 44:408, and R.S. 49:222(A).

**HISTORICAL NOTE:** Promulgated by the Department of State, Office of the Secretary of State, LR 43:2540 (December 2017).

## Chapter 5. Incentive Award Program

### §501. Definitions

**Agency**—any unit within government that employs classified state civil service employees and has an identifiable self-contained budget or has its financial records maintained according to an accounting system which identifies, to the satisfaction of the legislative auditor, the expenditures and receipts properly attributable to that unit.

**Agency Employee Incentive Award Committee (agency committee)**—a committee created within an agency that has had its structure approved by the State Employee Incentive Award Committee.

**Application**—the submittal of a suggestion, on the prescribed form, to an incentive award committee.

**Cost Savings**—an actual dollar savings for an agency of government.

**Employee**—an individual employed by an agency at the time the suggestion is submitted to an incentive award committee.

**Evaluation**—the formal process by which a suggestion reviewed. The evaluation process may include:

1. preliminary review by an incentive award committee;
2. review by the legislative auditor;
3. reviewing the idea with the suggester;
4. soliciting opinions and/or recommendations from supervisors or other state entities affected by the idea; and
5. an agency or budget unit documentation of the cost savings or revenue generation.

**Implementation**—putting to use, putting into operation, and/or placing in effect an employee's suggestion by a budget unit, agency, or governmental entity.

**Implemented Suggestion**—a suggestion that is actually implemented and results in cost savings or revenue generation.

**Incentive Award Program**—that program which is established in accordance with R.S. 39:366.1-6.

**Louisiana Civil Service League**—a private, nonprofit educational organization that is authorized by R.S. 39:366.1 to make awards in the Incentive Award Program.

**Revenue Generation**—an economy that increases funds available to an agency of government as a direct result of an implemented suggestion.

**State Employee Incentive Award Committee (state committee)**—the committee created within the Division of Administration under the authority of R.S. 39:366.1 that is authorized to do the following:

1. empower agencies to create agency committees;
2. approve the structure of agency committees;
3. provide oversight for agency committees;
4. conduct yearly reviews of agency committees;
5. review incentive award suggestions having a statewide impact;
6. request the legislative auditor to review any incentive award program or suggestion.

**Suggester**—a budget unit or employee submitting an application to an agency committee or the state committee.

**Suggestion**—an idea that:

1. poses a problem, or opportunity;
2. presents a solution;
3. has been implemented;
4. has been written up on the suggester's own time;
5. has been submitted to the state committee or an agency committee on the prescribed suggestion form;
6. has been signed by the suggester and has the approval of the department secretary or head of the agency employing the suggester;



# **Appendix E: Election Time and Expense Reports**







# Louisiana Secretary of State

## ELECTION TIME AND EXPENSE REPORT

FOR USE BY CLERK OF COURT, REGISTRAR OF VOTERS, AND PARISH BOARD OF ELECTIONS SUPERVISORS

### Flat Pay Rate Form

#### Section 1: General Information

Date\*

Name\*

Title\*

Parish\*

Address\*

(Street)

(City)

(State)

(ZIP Code)

SSN\*

Member of the COC Retirement System\*

Start Date\*

Employer Type\*

Payee Type\*

#### Section 2: Flat Rate Ledger

Rate per Day/Event	# of Days/Locations	Date(s)	Total	Duties Performed
-----------------------	------------------------	---------	-------	------------------

#### Section 3: Travel Ledger

Date	Hour		Odometer Reading		Miles Traveled	Territory Traveled (List Places Visited)
	DEP.	ARR.	DEP.	ARR.		

#### Section 4: Accounting Use

Total Miles Traveled	Millage Rate	Total Flat Rate Pay Amount:
		Total:
		<b>Grand Total:</b>

#### Section 5: Certification

By my Signature below, I certify that the information on this form is accurate and true.

X

Payee Signature\*

Printed Name\*

X

Approving Authority\*

Printed Name\*



# Louisiana Secretary of State

## ELECTION TIME AND EXPENSE REPORT

FOR USE BY CLERK OF COURT, REGISTRAR OF VOTERS, AND PARISH BOARD OF ELECTIONS SUPERVISORS

### Hourly Pay Rate Form

#### Section 1: General Information

Date\*

Name\* Title\* Parish\*

Address\* (Street) (City) (State) (ZIP Code)

SSN\* Member of the COC Retirement System\* Start Date\*

Employer Type\* Payee Type\*

Standard Rate of Pay\* Overtime Rate of Pay\*

#### Section 2: Hourly Time Ledger

##### Assign Hours

Date	Time-In	Time-Out	Total Hours	Assign Hours		Duties Performed
				Regular	Overtime	

#### Section 3: Travel Ledger

Date	Hour		Odometer Reading		Miles	Territory Traveled (List Places Visited)
	DEP.	ARR.	DEP.	ARR.	Traveled	

#### Section 4: Accounting Use

Standard Rate of Pay:		Σ Regular Hours Worked:	Total:
* Overtime Rate of Pay:		Σ Overtime Hours:	Total:
Total Miles Traveled		Millage Rate	Total:
			<b>Sub Total:</b>
FICA Rate:	Medicare Rate:	Σ Subject to FICA:	Σ Subject to Medicare
Σ FICA Reimbursement:		Σ Medicare Reimbursement:	<b>Grand Total:</b>

#### Section 5: Certification

By my Signature below, I certify that the information on this form is accurate and true.

X

Payee Signature\*

Printed Name\*

X

Approving Authority\*

Printed Name\*

# Appendix F: Expense Reimbursement Form









# Expense Reimbursement Form

**Secretary of State**

Date: \_\_\_\_\_

**Secretary of State**  
**Accounting Department**  
**P.O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**225-922-0900 (o)**  
**225-932-5326 (f)**

Requested By:

Parish: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

Item Description (include size terminology; e.g. case, box, etc.)	# of Units	Quantity per Unit	Unit Price	Total
<b>Grand Total</b>				

Additional Information:



# **Appendix G: Expense Approval Request Form**







# Expense Approval Request Form

Elections Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
225-922-0900 (o)  
225-922-0945 (f)

Date of Request: \_\_\_\_\_

Parish: \_\_\_\_\_

Office Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

## Expense Request Details:

## Expense Request Justification:

## Please Attach Any Necessary Documentation

### SOS OFFICE USE ONLY

Approved	Denied	_____ Reason
_____ Authorized Signature		_____ Date



# Appendix H: Request for Security Form







# Request for Security

Date: \_\_\_\_\_

To: **Sherri Hadskey, Commissioner of Elections**

From: **Clerk of Court**

Parish: \_\_\_\_\_

Number of security personnel requested \_\_\_\_\_

Reimbursement shall not exceed \$30 an hour, unless a higher fee is approved in advance by the secretary or their designee in accordance with the policies stipulated in the COC/PBES Elections Expense Manual.

By checking this box, I am requesting a higher hourly rate of pay for security personnel.

Hourly rate of pay requested is \_\_\_\_\_

List the dates and times request for security personnel below:

Date	Start Time	End Time

Justification:





# NANCY LANDRY

S E C R E T A R Y O F S T A T E

P.O. Box 94125 • Baton Rouge, LA 70804-9125

8585 Archives Ave. • Baton Rouge, LA 70809

225.922.2880 • 800.883.2805

[www.sos.la.gov](http://www.sos.la.gov)

