



Employee Purchasing Standard Operating Procedures

Purpose of this document is to provide the necessary guidance for all employee purchasing activities that coincide with day to day Dupre business operation. Please refer to below outline for assistance.

Purchasing Department Contacts:

- Purchasing Manager – Paul Marquette (337) 314-2387 Office
(337) 852-8127 Mobile
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Safety Supplies

Dupre utilizes the following 2 national vendors with negotiated rates. Both are approved and acceptable to purchase supplies from.

- **Airgas Safety:** www.airgas.com
Dupre Account ID # 0002159752
Note: (For new account setup, contact Purchasing Department)
- **Ritz Safety:** www.ritzsafety.com
Dupre Account ID # 83254
Note: (For new account setup, contact Purchasing Department)

Process / Procedure:

- ❖ Input all information needed on the website required for requested materials
- ❖ Ensure that a Dupre PO follows your online order and information inputted matches the online order
- ❖ No order will be completed unless there is a P.O. number
- ❖ Once invoice is received, review for accuracy, code appropriately, receive P.O. in the AS400, and direct to the A/P department in a timely manner.
- ❖ The invoice cannot be paid until the P.O. is received



Office Supplies

Dupre utilizes the following national vendor with negotiated rates which is approved and acceptable to purchase supplies from.

- **Staples:** www.staplesadvantage.com
Dupre Account ID # 1033998DAL
Note: (For new account setup, contact Purchasing Department)

Process / Procedure:

- ❖ Input all information needed on the website required for requested materials
- ❖ Ensure that a Dupre PO follows your online order and information inputted matches the online order
- ❖ No order will be completed unless there is a P.O. number
- ❖ Once invoice is received, review for accuracy, code appropriately, receive P.O. in the AS400, and direct to the A/P department in a timely manner
- ❖ The invoice cannot be paid until the P.O. is received

Air Travel

Process & Procedural Guidelines:

- ❖ Restricted to booking standard or economy class non-refundable tickets
- ❖ For better pricing, travel must be booked 2 weeks in advance
- ❖ Any bookings inside of a 2 week timeframe need Director level approval
- ❖ Book flights directly with airlines, no 3rd party sites acceptable due to extra fees and non-refundable limitations
- ❖ Manager pre-approval required for air travel less than 300 miles
- ❖ Manager pre-approval required for round trip flights above \$500
- ❖ Baggage (no more than 2 bags)
- ❖ Only Economy or Shuttle parking lots to be utilized
- ❖ No service upgrades (Airfare, priority boarding/seating, clear me charges, etc.) or inflight expenses are authorized for Company Credit Card use
- ❖ Reward point schemes shouldn't be part of the decision making process
- ❖ Taxis/Ride Sharing Service: Limit up to \$40 per ride/event (Including tips)



Car Rentals

Dupre utilizes the following 2 national vendors with discounted rates, a primary and a secondary. Both are approved and acceptable to book travel with.

- **Primary Vendor - Enterprise / National:** www.ehidirect.com
Dupre Contract ID # XZ14015
Dupre Billing # 16707907
Note: (For new account setup, contact Purchasing Department)

For detailed instruction on booking please reference the attached:



J01051 EHIDirect
Travelers Quick Start (

- **Secondary Vendor - Hertz:** <https://www.hertz.com/dupre/>
(Only to be utilized if the primary vendor has zero availability, as Hertz weekly rates and fees equate to roughly 8% higher than National/Enterprise rates)
Dupre Corporate Acct # 2201374

For detailed instruction on booking please reference the attached:



Booking with
Hertz.pdf

Process & Procedural Guidelines:

- ❖ All travel requires preapproval by employees' manager ahead of time
- ❖ Employees must have supervisor approval when reserving a vehicle higher than Standard classification including Vans, SUVs, and Pickup Trucks
- ❖ Employee is required to capture reason for vehicle upgrade and name of approver
- ❖ Personal travel may be combined with business travel as long as there are no additional cost to Dupré Logistics.
- ❖ All employees should book car rentals for business trips via approved vendors outlined above
- ❖ Insurance is built into the price of the rental
- ❖ Fuel is not allowed to be charged to rental car, renter must fuel before returning
- ❖ GPS upgrades not allowed, use phone provided for navigational purposes
- ❖ Toll tags acceptable when appropriate
- ❖ When multiple booking options are provided, the most cost effective option should be selected
- ❖ The employee is responsible for all car rental cancellations



Hotels

Dupre utilizes direct bill hotel locations along with the following 3 national vendors setup with corporate accounts and discounted rates. All are approved and acceptable to book travel with however we do outline preferred vs alternate options. In the event all of these hotel vendors do not have availability, please contact Purchasing Department for further guidance on alternate hotel options.

- **Direct Bill Hotels:**

- Comfort Suites Lafayette, LA
114 Rue Fernand
337-456-8390
Single Suite - \$89.00 + \$11.08 = \$100.08
- Homewood Suites Lafayette, LA
201 Kaliste Saloom Rd
337-264-6044
Single Suite - \$99.00 + 12.33 = \$111.33
- Home2 Suites Lafayette, LA
1909 Kaliste Saloom Rd
337-706-8610
Single Suite - \$109.00 + \$13.57 = \$122.57
- Towneplace Suites Baytown, TX
7238 Garth Rd
281-421-0020
Single Suite - \$94.00 + \$15.98 = \$109.98
- La Quinta Direct Bill Listing Attached:



Dupre La Quinta
Direct Bill List.xls

- **Preferred Vendors:**

- **Hilton:** www.hilton.com
(Corporate website under construction. Please book directly through Hilton.com until further notice)
- **Wyndham Direct:** www.wyndhamhotels.com/?corporate_id=1000027248



- **Alternate Vendor: Marriott Hotels:** www.marriott.com
(Only to be utilized if the preferred vendors have zero availability within Dupre network, as we have significantly better discounts through direct bill & preferred hotel vendors)
 - Marriott Bonvoy # 138507427

Process & Procedural Guidelines:

- ❖ Reward point programs shouldn't be part of the decision making process
- ❖ Maximum limit up to \$140 per day(including fees/taxes)
- ❖ No additional charges are allowed: do not put meals or incidentals on Hotel Bill
- ❖ All employees should book accommodation for business trips via Direct Bill preferred hotels when available:
(Check with purchasing or your manager for a list of Direct Bill options)
- ❖ Where multiple booking options are provided, the most cost effective option should be selected.
- ❖ The employee is responsible for all hotel cancellations.

Meals & Entertainment

Employees can charge for business meals while staying overnight or if away from the office for more than half a day when travelling for business, unless you are entertaining a customer. Business meals for a vendor relationship is not an acceptable expense.

Process & Procedural Guidelines:

- ❖ Alcoholic drinks may only be claimed if consumed with a meal, detailed receipt required with a limit of 2 per person
- ❖ Max daily spending limits are: (Total per person, including tip/taxes)
 - Breakfast: \$12
 - Lunch: \$18
 - Dinner: \$30
 - Daily Limit: \$60

Note: Some Cities cost may be higher, therefore daily limits are flexible in these cities given management approval.

Note: Tip target =15%, and should never exceed 20%. Please check if tip was included in bill before adding tip.

Note: Client meals and entertainment costs may exceed these costs. Please consult with your manager on what is a reasonable amount when entertaining customers.



- ❖ All business meals and entertainment charges must include:
 - Name & Affiliation of attendees (this includes any Dupré employees)
 - Type of Activity (lunch, dinner, etc.)
 - Business Purpose – e.g. sales call, conference, training, team meeting, business meeting, etc.

Note: This ensures we comply with IRS/Dupré Logistics guidelines, also helps us apply tax treatments.

- ❖ Dupre Sponsored Events / Meetings - additional social drinks or other activity not sponsored by Dupré Logistics event organizers will be considered personal and non-eligible for expensing per your assigned credit card.

Company Vehicle & Preventative Maintenance

Process & Procedural Guidelines:

- ❖ Capture accurate vehicle mileage at pump to be fed into maintenance tracking system
- ❖ Employees may not use their Credit Card to fuel any other vehicles, gas containers, etc. (Any violation will result in prompt disciplinary action up to and including termination)
- ❖ Must maintain your average MPG per manufacturer standards – reported weekly
- ❖ Must maintain preventative maintenance schedule appropriate for vehicle assigned
- ❖ Major repairs should follow Company Car Policy guidance for this spend set by maintenance

Preventative Maintenance Service guidelines:

- ❖ Oil Change Service recommended vendors:
 - National Fleet Account @ Take 5 Oil Change
Dupre Logistics Acct#112446
- ❖ Follow Dealer recommended mileage intervals for oil change
- ❖ Vehicle Wash Limit up to \$25 per month; find monthly service if available
- ❖ Vehicle Detail limit up to \$100 per year
- ❖ Minor Repairs / Purchase recommended vendors and costs are:
 - Contact maintenance dept. for any non-emergency repair over limit (Limit up to \$500)
- ❖ Major Repairs & Tire Purchase (non-emergency): Call Maintenance Dept.