

NOCTURNL Procurement Guidelines

* All partners are required to have codified procurement policies according to [2 CFR 200](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200).
* Procurement policies should follow [Federal Requirements](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200) and [State Requirements](https://app.lla.state.la.us/llala.nsf/87BD5C74CB17E03686257AB8006F37DE/$FILE/Public%20Bid%20Law%20FAQ.pdf).
* Documentation (i.e. proof of 3 bid solicitations) must be kept by the partner.

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**Invoicing**

* Email invoices to [Brittany.McGovern@nola.gov](mailto:Brittany.McGovern@nola.gov).
* Invoices should clearly explain where and how the funds will be or have been used (see example A).
* Invoices should have a signature authorization line for the City’s Project Manager.
* Advanced Funding Invoices should include quotes and any other supporting documents.
* Advanced Funding may be approved for up to three months.
* There is a Net 30 reimbursement period from time invoices are submitted into [BRASS](https://nola.gov/next/purchasing/topics/brass/).
* Following payment, provide timesheets, canceled checks, receipts, and any other supporting documents.

**Example ATable

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