

Terminology and Definitions – LSUHSC

Central Administration – Refers to the core functions and administration common to all of the schools of the LSU Health Sciences Center. Major areas include Human Resources, Accounting Services, Supply Chain Management, Facility Services, Auxiliary Enterprises, and the Chancellor’s Office.

Vice Chancellor for Administration and Finance – The Vice Chancellor for Administration and Finance (currently Mr. Ronnie Smith) is responsible for most areas of Central Administration (including Human Resources, Accounting Services, and Supply Chain Management) and all contractual review for the Health Sciences Center. The Chancellor delegates signature authority for most internal processes to the holder of this position. Therefore most items which require chancellor’s approval will be approved by this office.

Auxiliary Enterprises (Auxiliaries) – Self supporting division within LSUHSC which exists to support the Health Sciences Center by providing required services and goods to other areas of the institution. The major areas of Auxiliaries are:

- Stores and Supplies – provide office and research supplies – includes the LSUHSC Bookstore
- Duplicating and Printing – provides copiers to Departments and printing services – similar to a Kinkos. Note: Departmental copiers are available from other sources – such as from state contract
- Microsystems – provide computers, printers, software and other electronic devices
- Telecommunications and Network Wiring – provides phones, beepers, and network wiring
- Parking – manage the parking facilities at LSUHSC
- Student Housing – manages LSUHSC student housing

Permanent Memorandum (PM) – Policy statement issued by the LSU Board of Supervisors and the LSU System President. Provide further guidance on state statutes and regulations which govern the actions of LSUHSC as a state agency and a member of the LSU System. These statements are never outside of nor do they supersede state regulations, but provide guidance within state policy. Permanent Memoranda can be found at: <http://www.lsuhs.edu/no/administration/pm/>

Chancellor’s Memorandum (CM) - Policy statements issued by the Chancellor of the LSU Health Sciences Center. Provide further guidance on state statutes and regulations as well as PM’s which govern the actions of LSUHSC as a state agency and member of the LSU System. These statements are never outside of nor do they supersede state and LSU System’s Office regulations, but provide further guidance within those policies. Chancellor’s Memoranda can be found at: <http://www.lsuhs.edu/no/administration/cm/>

State Contract – A contract with a vendor or number of vendors to provide goods or services to state agencies (such as LSUHSC) at a predetermined price. These prices are usually well below market price. Anything purchased on state contract does not have to go through the bidding processes required of similar purchases. This frequently allows for expedited purchasing and reduced costs. Featured state contracts can be found: <http://www.lsuhs.edu/no/administration/supplychain/purchasing/guidelines/state%20contract.aspx>

All State contracts can be found: <http://doa.louisiana.gov/osp/osp.htm>