



REQUEST FOR NON-COMPETITIVE BID PROCESS FOR
LABORATORY SCIENTIFIC RESEARCH PROJECT
SUPPLIES AND EQUIPMENT OVER \$5000

Attached Requisition Number: Requested by:

Funding: Index: ORG: Fund: Expense:

Head of Project: Department Name: Phone:

Executive Order No. JBE 2016-39, Section 5-A-25 allows for the purchase of Scientific and laboratory supplies and equipment when procured by colleges and universities for laboratory or scientific research not to exceed twenty-five thousand dollars (\$25,000) per transaction. It is a violation of the State of Louisiana law to split or divide the quantities to reduce the cost to circumvent the competitive bid provision.

The following information is needed for PRIOR approval of this request:

1. Laboratory Scientific Research Project Title:

2. Brief description of project:

3. General description of scientific and laboratory supplies and equipment requested:

4. Relevance of purchase of items listed above to YOUR MISSION, PURPOSE, RESEARCH OR STUDY:

I herby declare the information provided herein to be true and accurate to the best of my knowledge. I understand any false or misleading information may be considered a violation under the Louisiana Procurement Code and can subject me to prosecution and penalty under LA RS 39:1679.

SIGNED BY Head of Project DATE

APPROVED BY Grants and Contracts DATE

APPROVED BY Purchasing Department Representative DATE