

UNIVERSITY OF LOUISIANA AT LAFAYETTE  
PURCHASING OFFICE

REQUEST FOR NON COMPETITIVE BID PROCESS  
FOR LABORATORY SCIENTIFIC RESEARCH  
PROJECT SUPPLIES AND EQUIPMENT

ATTACHED REQ. NO. \_\_\_\_\_  
FUNDING CODE \_\_\_\_\_

Requested by (Please type or print.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Head of Project)  
\_\_\_\_\_ (Department Name)  
\_\_\_\_\_ (Telephone Extension)

*Executive Order No. JML 24-114 Section 5-A-24 allows for a non-competitive bid process for scientific and laboratory supplies and equipment when procured for laboratory scientific research. The procurement CANNOT 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: \_\_\_\_\_

Brief description of project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. General description of scientific and laboratory supplies and equipment requested:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

I hereby 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 \_\_\_\_\_ Date \_\_\_\_\_  
Head of Project

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
Assistant Director of Purchasing