

**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 25-104 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 Thirty Thousand Dollars (\$30,000) 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