

PROCEDURE

Effective Date: March 19, 2018

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Approved by: Chief Procurement Officer

Authority: [/ \\$ & ; , , ,](#) \$

See Also:

[POL-U501](#) (Methods and Thresholds for Procuring Goods & Services)

[PRO-U501.B](#) (Sole Source Procurements)

[PRO-U525.A.25](#) (Used Equipment & Antique Procurements)

[PRO-U525.A.31](#) (Dues, Registrations, and Membership Fees)

[PRO-U525.A.36](#) (Small Purchases)

PRO-U525.A EXCEPTIONS TO THE COMPETITIVE SOLICITATION PROCESS

This procedure provides a list of commodities which Procurement may authorize be procured without formal or informal competition but may have additional processes that are required. For an all-inclusive list of exceptions to the competitive solicitation process, please refer to LAC 34: XIII.525.A. Notwithstanding the information contained in this procedure, the application of an exception to the competitive solicitation process is ultimately determined by Procurement.

Important Notes and Guidelines:

1. For purchases of goods and services that do not apply to this procedure, refer to [U501](#) for additional information and direction.
2. Departmental users shall not make purchases which exceed their delegated purchasing authority.
3. If a supplier requires a signature on an agreement, contract, or any other form, the document **MUST** be submitted to Procurement for review/execution prior to making the purchase.
4. If a master or preferred contract for goods and/or services exists, exceptions listed in this procedure do not apply. The master or preferred contract **MUST** be used.
5. The exceptions listed in this procedure do not apply to taggable, moveable property purchased (moveable property defined as items of a non-expendable nature costing or being valued at \$1,000 or inclusive of freight, taxes, installation and professional fees with a life expectancy of one (1) year or greater).
6. Purchases for all exceptions listed in this procedure **MUST** be approved by the appropriate party and the procurement authority referenced in each exception (i.e. Procurement Authority: LAC 34: XIII.525.A.##) **MUST** be included on all documentation (Note: Exceptions displayed in the order consistent with the Higher Education Procurement Code Section 525).

Action by:

Action:

Publications / Copyrighted Materials procured directly from the publisher or copyright holder – Documentation confirming that the supplier is the publisher or copyright holder must be attached to the invoice or LaCarte expense report submitted for payment (this documentation can be in the form of a copy of the page of the book that depicts the publisher or copyright holder, a print out of a web page that depicts the publisher or copyright holder, etc.) This does not include purchases from retail bookstores. May be paid via LaCarte Card or Direct Charge. (Reference - Procurement Authority: LAC 34: XIII.525.A.7)

Publications of articles or manuscripts in professional scientific, research, or educational journals/media and/or the procurement of reprints – Cost or fee to publish a university-authored article (such as dissertations, case studies, research findings, etc.) in its professional/technical journal or publication. May be paid via LaCarte Card or Direct Charge. (Reference - Procurement Authority: LAC 34: XIII.525.A.9)

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Scientific and Laboratory Supplies, Equipment and Services for Scientific Research, when procured by the university for laboratory, educational or scientific research; not to exceed \$50,000 per transaction If goods/services are available on an LSU Master Contract, the master or preferred contract ~~MUST~~ be used. Purchase must meet all of the following criteria for this exemption to be claimed

- a. Must be verifiable scientific or laboratory supplies.
- b. Must be purchased from a scientific or laboratory ~~provide~~
- c. Must be paid from an account designated as "Research" or used specifically for research purposes