

PROCEDURE

Effective Date: March 20, 2015
Approved by:
Chief Procurement Officer

Authority: [LAC 34:XIII.U525.A.25](#)

See Also:
[POL-U501](#) (*Methods and Thresholds for Procuring Goods & Services*)
[PRO-U525.A](#) (*Exceptions to the Competitive Solicitation Process*)
[FRM-U525.A.25](#) (*Used Equipment Justification*)
[FRM-U501.A.03.A](#) (*Request for Quotation*)
[FRM-U501.A.03.B](#) (*Quotation Tabulation*)

on by:

Purchasing Agent
(User Department)

Action:

1. **Completes** the Used Equipment Justification form. (See FRM-U525.A.25)
2. **Requests** the supplier complete the LSU Request for Quotation form. (See FRM-U501.A.03.A)
3. **Acquires** appropriate documentation that includes a quote for the cost of the new equipment in order to justify an accurate savings
4. **Obtains** a written statement from the vendor indicating why following normal procurement procedures would not be viable (i.e. equipment is a first

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come, first serve basis).