

TASK

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Approved by: Chief Procurement Officer

Authority: [LAC 34:XIII.U501.A.02](#)

See Also:
[POL-U501](#) (*Methods and Thresholds for Procuring Goods & Services*)
[PRO-U501.A.03](#) (*Request for Quotation*)

TSK-U501.A.03.02 REQUEST FOR QUOTATION (RFQ) – BEYOND DEPARTMENTAL DELEGATED AUTHORITY

This task applies to purchases exceeding the departmental employees' delegated purchasing authority for which departments may solicit quotes for the procurement of goods/services.

Action by:

Action:

Creates

Itemizes

Enters

Selects

Attaches

Submits

Procurement Buyer notifies Purchasing Agent when bid tabulation(s) are available in procurement system.

Receives