

# TASK

Revised Date: October 1, 2021

Effective Date: March 20, 2015

Approved by: Chief Procurement Officer

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

See Also:

[PRO-U501.B.01](#)(Sole Source Procurements)

[FRM-U501.B.01](#)(Sole Source Justification Form)

[FRM-U501.A.03.A](#)

- b. Equipment being traded in must have written approval from Property Management
- 6. Creates a requisition itemizing goods and/or services to match supplier quote and attaches all required documentation.
- 7. Submits requisition for review, approval and issuance of a purchase order.