

# 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](#)(Request for Quote)

TSK-U572236 54 B5 54 04 Tc 0 Tw 12 003 Tw 18 0 0 0 13 (UK)16 (O)-4 (L)-5 (F)-5 (K)16 (O)-4 (URCF)-5 (Grant Requirement – The department must purchase goods and/or services in order to meet the requirements of an approved grant. The supplier name from whom the goods and/or services are to be purchased, and a listing of the descriptions of the goods and/or services to be purchased is specifically named in the approved grant document.

Action by:  
Purchasing Agent  
(User Department)

Action:  
Completes LSU Sole Source Justification (FRM-U501.B.01)  
Department must indicate that it requires the purchase of the goods and/or services because it was stated in an approved grant.  
Obtains a copy of the grant document, which must specifically name the supplier from whom the goods and/or services are being purchased, and description of the goods and/or services to be purchased.  
Note: Budgetary Justifications/Quotes in grant proposal are not sufficient items to indicate granting agency approval. If Federal Funds, grant documents must clearly state goods and/or services will be noncompetitively purchased from the specified supplier.  
Obtains a completed LSU Quote Form from the sole source supplier (See FRM-U501.A.03.A)  
Obtains a current insurance certificate from the supplier in the event onsite installation/training is required. Insurance requirements can be found at:  
[K W Equipment ordered via X HGX DG PL Q L V O D À À @ ð](#)

an electrical receptacle must have Facility Services approval via the Facility Services Purchase Approval Form located at:  
<https://www.lsu.edu/fs/files/facility-services-purchase-approval-form.pdf>

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