



REQUEST FOR NON-COMPETITIVE BID PROCESS OF  
LABORATORY SCIENTIFIC RESEARCH PROJECT  
SUPPLIES AND EQUIPMENT

Workday Requisition No. \_\_\_\_\_

Grant/Program No. \_\_\_\_\_

Requested by: (type or print)

\_\_\_\_\_ (Head of Project)

Department Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Request: \_\_\_\_\_

*Executive Order No. JML 2024-114, Section 5-A-24, allows for a non-competitive bid process of scientific and laboratory supplies and equipment when procured for LABORATORY SCIENTIFIC RESEARCH. The procurement cannot exceed **Twenty-five thousand dollars (\$25,000)** per transaction. It is a violation of the State of Louisiana law to split or divide quantities to reduce the cost to circumvent the competitive bid provision.*

The following information is required for PRIOR approval of this request:

1. Laboratory Scientific Research Project Title: \_\_\_\_\_

- Brief description of project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. General description of scientific and laboratory supplies and equipment requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Explain relevance of purchase of items listed above to your MISSION, PURPOSE, RESEARCH OR STUDY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*I hereby declare the information provided herein to be true and accurate to the best of my knowledge:*

Signed by: \_\_\_\_\_ (Head of Project) \_\_\_\_\_ (Date)

Approved/Signed by: \_\_\_\_\_ (Sponsored Projects) \_\_\_\_\_ (Date)

Approved/Signed by: \_\_\_\_\_ (Purchasing) \_\_\_\_\_ (Date)