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

ATTACHED REQ. NO. _______________  
ACCOUNT NO. ________________

Requested by (please type or print):

_________________________________________ (Head of Project)

_________________________________________ (Department Name)  __________________________ (Univ. Research)

_________________________________________ (Phone #)  __________________________ (Date)

Executive Order No. JBE 2017-18, Section 5-A-25, 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 the quantities to reduce the cost to circumvent the competitive bid provision.

The following information is needed 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. 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 by ______________________________________ Purchasing Dept  _________________ Date

03/25/20