

**LOUISIANA TECH UNIVERSITY  
PURCHASING OFFICE**

**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 herby 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