

**LOUISIANA TECH UNIVERSITY
PURCHASING OFFICE**

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

PROJECT/GRANT ACCOUNT NO. _____

Requested by (please type or print):

_____ (Head of Project/PI)

_____ (Department Name) _____ (OSP Approval)

_____ (Email) _____ (Date)

*Executive Order No. JBE 2020-21, 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 (\$30,000)** 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