

**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. BJ 08-67, Section 5-A-26 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 _____