



Certification Request Form

Campus: LSU Pennington Biomedical Research Center Ag Center & Research Stations LSU-A LSU-E LSU-S

College: _____ **Department:** _____

Delegation Requests

Departments should evaluate the current purchasing needs of the department, identify the name and title of the staff members who handle procurement transactions and determine the appropriate levels of purchasing authority delegation needed based on the information below. This form is to be completed and approved by the Department Head, Dean, or Director. Individuals must attend training as outlined in the Purchasing Agent Certification Course Curriculum, score 85% or better on the Purchasing Agent Certification Exam and submit a Memorandum of Understanding FRM-U307.B.02 sent via email upon completion of the training to formally receive delegation. Delegation is complete upon receipt of the fully executed MOU approved by Procurement Services.

Notes: The levels below do not include travel purchases or contracted services (PSC).

This delegation is not to be confused with PROAUTH which is a specific profile for approvers.

Purchasing Authority Levels *(Individual shall be granted 1 (one) of the authorities below)*

Level 1 Authority: The ability to purchase goods and services on LaCarte less than or equal to \$10,000.

Level 2 Authority: The ability to purchase goods and services on LaCarte less than or equal to \$10,000. and the ability to solicit quotes for goods and services for purchases less than or equal to \$25,000.

Level 2 Solicitation Authority: The ability to only solicit quotes for goods and services for purchases less than or equal to \$25,000. **Individual has no LaCarte authority.**

Name	Title	Level <i>(Circle 1)</i>		
		1	2	2-SOL
		1	2	2-SOL
		1	2	2-SOL
		1	2	2-SOL
		1	2	2-SOL
		1	2	2-SOL

Additional Comments and Concerns

Approvals	Signature	Printed Name	Date
Dean, Director or Department Head			

Please return this form to purchase@lsu.edu