

# TASK

Effective Date: March 20, 2015

Approved by:

Chief Procurement Officer

Authority: [LAC34: XIII.U501.B](#)

See Also:

[PRO-U501.B.01](#) (*Sole Source Purchases*)

[FRM-U501.B.01](#) (*Sole Source Justification Form*)

[FRM-U501.A.03.A](#) (*Request for Quote*)

## TSK-U501.B.01.01 SOLE SOURCE PURCHASES – PATENTED TECHNOLOGY

*This task outlines the process to be followed when submitting a sole source request/justification for 'Patented Technology' to Procurement for review and approval.*

### Definitions:

1. *Patented Technology* – The supplier from whom the goods or services are to be purchased must be listed as the “Assignee” of the patent. This information is maintained by the United States Patent and Trademark Office.

### Action by:

Purchasing Agent  
(User Department)

### Action:

1. **Completes LSU Sole Source Justification** (See FRM-U501B.01). Sole source justification must include:
  - a. Reference the patent number from the United States Patent and Trademark Office in which the supplier is listed as the “Assignee,” and
  - b. Describe how the patented feature is essential and related to the department’s work.
2. **Obtains** a written statement from the supplier confirming:
  - a. The accuracy of the sole source justification form, and
  - b. The supplier is the sole manufacturer and the sole distributor of the goods or services to be purchased.
3. **Obtains** a completed LSU Quote Form from the sole source supplier. (See FRM-U501.A.03.A)
4. **Obtains** a current insurance certificate from the supplier in the event onsite installation/training is required. Insurance requirements can be found at: <http://www.lsu.edu/administration/ofa/procurement/a-z-policies-procedures/insurance-requirements.php>

Procurement Buyer  
(Procurement  
Department)

5. **Obtains** the following, if necessary, before submitting requisition:
  - a. Equipment operated via an electrical receptacle must have written approval from Facility Services
  - b. Equipment being traded in must have written approval from Property Management
6. **Creates** a requisition and **attaches** all required documentation; **Submits** requisition for approval.
7. **Receives** Workday requisition in “In Progress” awaiting review.
8. **Reviews** requisition to ensure compliance of Sole Source Procurement Procedure and Task requirements.
9. **Routes** to Assistant Director/Associate Director/Director for approval.
10. **Issues** Purchase Order upon approval.