

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.01.05 SOLE SOURCE PURCHASES – GRANT REQUIREMENT

This task outlines the process to be followed when submitting a sole source request/justification for 'Grant Requirement' to Procurement for review and approval, where the Grant specifically names the item/service/provider.

Definitions:

1. *Grant Requirement* – The department must purchase goods or services in order to meet the requirements of an approved grant. The supplier name from whom the goods or services are to be purchased, and a listing of the descriptions of the goods or services to be purchased is specifically named in the approved grant document.

Action by:

Purchasing Agent
(User Department)

Action:

1. **Completes LSU Sole Source Justification** (See FRM-U501B.01).
Department must indicate the need of a good or service due to a grant requirement.
2. **Obtains** a copy of the grant document, which must specifically name the supplier from whom the goods or services are being purchased, and a description of the goods or services to be purchased.
3. **Obtains** a written statement from the supplier confirming supplier is the sole manufacturer and the sole distributor of the goods or services to be purchased.
4. **Obtains** a completed LSU Quote Form from the sole source supplier.
(See FRM-U501.A.03.A)
5. **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>
6. **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

7. **Creates** a requisition and **attaches** all required documentation; **Submits** requisition for approval.
8. **Receives** Workday requisition in “In Progress” awaiting review.
9. **Reviews** requisition to ensure compliance of Sole Source Procurement Procedure and Task requirements.
10. **Routes** to Assistant Director/Associate Director/Director for approval.
11. **Issues** Purchase Order upon approval.

Procurement Buyer
(Procurement
Department)