PRO-U501.A.03 REQUEST FOR QUOTATION (RFQ)

This procedure applies to departmental employees requesting quotations under delegated purchasing authority.

Definitions:

1. Departmental Quote Limit: Maximum amount that departments may solicit quotes for the procurement of goods/services. The amount is determined by the total cost including but not limited to: shipping, maintenance/warranty, installation, etc.

Action by: Action:

Dean, Director or Department Head
1. Assigns responsibility for purchases to department employees and ensures that purchasing duties within department are appropriately segregated.

Purchasing Agent (User Department)
2. Determines if purchasing policies necessitate the need to solicit quotes.
   a. Determines if goods/services to be purchased are on the Special Authorizations List.
      http://www.lsu.edu/administration/ofa/procurement/specialauthorizations.php
      i. If goods are on said list, obtains prior approvals as indicated.
   b. Determines if the cost of goods/services is within the departmental quote limit.
      i. If amount is over said limit, Skips remainder of this procedure below and Follows steps as described in TSK-U501.A.03.02.

Procurement Buyer (Procurement Department)
3. Conducts competitive activity as described in TSK-U501.A.03.01.
4. Reviews requisition & attachments for compliance and issues purchase order.
5. Sends purchase order to supplier via mail, fax or email.