

TASK

Effective Date: March 20, 2015

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Approved by: Chief Procurement Officer

Authority: [LAC 34: XIII.U501.B](#)

See Also:

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

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

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

TSK-U501.B.01.01

SOLE SOURCE PROCUREMENTS – 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.

The manufacturer from whom the goods and/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:

User Department

Action:

1. **Completes LSU Sole Source Justification** form (See FRM-U501.B.01).
Sole source justification must include:
 - a. The patent number from the United States Patent and Trademark Office in which the supplier is listed as the "Assignee"
 - b. Description of how the patented feature is essential and related to the department's work
2. **Requests** the supplier complete the **LSU Quote Form** or equivalent. (See FRM-U501.A.03.A)
3. **Obtains** a written statement from the supplier confirming the supplier is the sole manufacturer and/or the sole distributor of the goods and/or services to be purchased.
4. **Determines** whether goods and/or services to be purchased are on the [Special Authorization List](#). **Obtains** prior approvals as indicated.
5. **Creates** a requisition and **attaches** all required documentation; **Itemizes** requisition based on supplier's quote.
6. **Submits** requisition for review, approval and issuance of a purchase order.