

# TASK

Effective Date: March 20, 2015

Revised Date: December 15, 2025

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.01.04 SOLE SOURCE PROCUREMENTS – 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.*

*The department must purchase goods and/or services in order to meet the requirements of an approved grant. The supplier name and a listing of the descriptions of the goods and/or services to be purchased must be specifically named in the approved grant document. **Federal grant documents must clearly state goods and/or services will be noncompetitively purchased from the specified supplier.***

*Note: Budgetary Justifications/Quotes in grant proposal are not sufficient items to indicate granting agency approval.*

Action by:

User Department

Action:

1. **Completes LSU Sole Source Justification** form (See FRM-U501.B.01). Sole Source justification must include:
  - a. Grant Type
  - b. Grant Number
2. **Requests** the supplier complete the **LSU Quote Form** or equivalent. (See FRM-U501.A.03.A)
3. **Obtains** a copy of the grant document, which must specifically name the supplier from whom the goods and/or services are being purchased, and a description 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.