

# PROCEDURE

Effective Date: March 20, 2015  
Approved by:  
Chief Procurement Officer

Authority: [LAC 34:XIII.U501.A.03](#)

See Also:

[POL-U501](#) (*Methods and Thresholds for Procuring Goods & Services*)

[TSK-U501.A.03.01](#) (*Request for Quotation – Departmental Solicitation*)

[TSK-U501.A.03.02](#) (*Request for Quotation – Beyond Departmental Delegated Authority*)

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

[FRM-U501.A.03.B](#) (*Quotation Tabulation*)

## 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:

Dean, Director or  
Department Head

Purchasing Agent  
(User Department)

Procurement Buyer  
(Procurement Department)

### Action:

1. **Assigns** responsibility for purchases to department employees and ensures that purchasing duties within department are appropriately segregated.
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](#).
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.