



Office of Finance & Administration
 Procurement Services
 213 Thomas Boyd Hall

Certification Request Form

Campus: LSU PBRC LSUAG LSUA LSUE LSUS

College/Parent Organization	Department

Delegation Requirements

Departments should evaluate the current purchasing needs of the department, identify the name and title of the staff member(s) who handle the daily procurement transactions and determine the appropriate levels of increased purchasing authority delegation needed based on the information below.

This form is to be completed and approved by the Department Head, Dean, or Director to recommend delegation assignment(s).

Individual(s) must attend required training as outlined on the Purchasing Agent Certification Program webpage, score 85% or better on the Purchasing Agent Certification Assessment Exam and sign a Memorandum of Understanding (MOU) to formally receive delegation. Delegation is complete upon receipt of the fully executed MOU.

Note: Delegated authority does not include T-38 Construction/Renovation projects (CRP), contracted services (PSC), travel purchases or payment processed as a Direct Charge through Accounts Payable.

Purchasing Authority Levels

Individual shall be granted 1 (one) of the authorities below.

Authority Levels	Authority
Level 1	– Ability to purchase goods and services less than or equal to \$10,000 on a LaCarte card.
Level 2	– Ability to purchase goods and services less than or equal to \$10,000 on a LaCarte card. – Ability to solicit quotes for goods and services less than or equal to \$25,000.
Level 2-SOL	– Ability to solicit quotes for goods and services less than or equal to \$25,000. Individual has no LaCarte authority.

Requested Delegates

Name	Email	Title	Level (<i>Circle 1</i>)
			1 2 2-SOL
			1 2 2-SOL
			1 2 2-SOL
			1 2 2-SOL
			1 2 2-SOL

Approval	Signature	Printed Name	Date
Dean, Director or Department Head			