



Property Management

AUTHORIZATION FOR PURCHASE OF SURPLUS PROPERTY

Date: _____

To: Louisiana Property Assistance Agency

_____ State

_____ Federal

I hereby authorize the following named employee to select and/or acquire surplus property for _____ on _____.

(Department)

(Date)

Purchasing or selling transactions between the University and any state budget unit or other federal, parish, or local governmental entity may be made non-competitively regardless of price *except* for taggable property.

Purchases of taggable property from other governmental entities, i.e., unit price \geq \$1000 must be submitted to Purchasing on a requisition for Property Management reporting purposes.

Signature

Signature

Printed Name of Individual

Printed Name of Dept. Head

Approved by Property Management Office:

Signature

Name

Title