



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