

**State of Louisiana Office of Technical Services  
IT Procurement Delegation (PD) Appointment/Update form**

**New IT Procurement Delegation Request**

**IT Procurement Delegation Update:**

**The information below should be corrected for the current PD**

**The PD listed below should be deleted**

**Mr.      Ms.      Dr.      Other (specify)**

**Name**

**LEO Personnel ID (If Available)**

**Last Four Digits of Social Security Number (If No LEO ID Is Available)**

**Title**

**Department**

**Office**

**Section/District/Region**

**Address**

**City**

**State Louisiana**

**Zip**

**Telephone**

**Fax**

**Email**

**Authority Limits**

List all OTS cost center numbers under new PD's authority ( \_\_ separate sheet attached)

*This PD is authorized on behalf of the cost centers listed here to make purchase request for IT equipment and services and to obligate related funds.*

**Signature of Appointing Authority**

**Printed Name of Appointing Authority**

**Title of Appointing Authority**

**Signature of Newly Appointed Delegatee**

**Date**

RETURN TO: OTS Procurement Management Team  
Email to OTS.Procurement@la.gov