



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 04-04

To: All Undersecretaries; Purchasing Directors; State Departments, Agencies, and Facilities; Colleges and Universities; Boards and Commissions

From: Denise Lea, Director

Date: September 17, 2003

Re: FY03 Sole Source and Emergency Purchases – Annual Report

In accordance with Louisiana Purchasing Rules and Regulations (Title 34 of the *Louisiana Administrative Code*), Chapter 9 and Chapter 11, a record of sole source and emergency procurements for each fiscal year must be submitted to the Office of State Purchasing for my preparation of the statewide report.

Your agency's report shall list:

- each contractor's name;
- the amount and type of each contract;
- a listing of the supplies, services, or major repairs procured under each contract; and
- the identification number of each contract file.

Your report must include all sole source and emergency procurements, regardless of dollar amount. For non-exempt agencies, your report must include purchases made within your agency's delegated purchasing authority as well as those handled by the Office of State Purchasing.

Please submit your FY03 report of sole source and emergency purchases to my office no later than close of business October 31, 2003. Please copy and distribute this important memorandum to the appropriate staff at your facility.

Your attention to this matter is appreciated. If you have already submitted your report, please disregard this request.

DML/blw