



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

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

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 00-01

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

From: Denise Lea, Director

Date: July 6, 1999

Re: **FY99 Sole Source and Emergency Purchases - Annual Report**

In accordance with Louisiana Purchasing Rules and Regulations, 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.

Please submit your FY99 report of sole source and emergency purchases to my office no later than close of business September 10, 1999. 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.

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