



PURCHASING DEPARTMENT
P. O. BOX 9534
(225)771-4580
(225)771-2026 (FAX)

Revised 10/18/04

TO: ALL DEPARTMENTS
FROM: PURCHASING DEPARTMENT
RE: AUTHORIZED DEALER VENDORS
DATE: _____

In accordance with Louisiana State Revised Statute R.S. 39:1655, the attached "Authorized Dealer Certification Form" must be completed by authorized vendors for repairs or parts.

The "Authorized Dealer Certification Form" is used for vendors for repair or furnishes parts associated with a specified repair with the cost exceeds \$500.00.

Example of authorized vendors for repairs and parts is: automobiles, scientific equipment, elevators, boilers, heating/air conditioners, appliances, etc.

Please return the completed form with the purchase requisition and written quotation from the vendor.

If you have any questions, please contact the Purchasing Department.

Thank You.

AUTHORIZED DEALER CERTIFICATION

The Louisiana Procurement Code requires that maximum competitive bids shall be obtained (where the cost exceeds \$500.00) in accordance with R.S. 39:1655.

An exception to minimum competitive requirements where no competitive bidding is required is as follows:

A. Repairs to equipment and/or parts associated with a specific repair job shall be obtained by use of an "authorized dealer". An authorized dealer is defined as a dealer certified by the manufacturer to sell or perform maintenance on their equipment.

_____ certifies that that they are an
Vendor (Business Name)
"authorized dealer" to repair or furnish parts associated with a specified repair to the
following described equipment:

Type of
equipment: _____

Brand
Name: _____

By: _____
Owner or Authorized Representative of Vendor

Date _____

Vendor's Telephone Number: _____

Vendor's Email Address: _____