



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

DIVISION OF ADMINISTRATION  
OFFICE OF CONTRACTUAL REVIEW

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

August 2, 1999

8/6/99

Mr. Edward E. Gautier  
Director  
Southeastern Louisiana University  
Purchasing Section  
Drawer 800, University Section  
Hammond, LA 70402

Dr. Sally Clausen  
Dr. Patsy Causey  
Dr. Joseph Miller  
Dr. Randy Moffett  
Mr. Stephen Smith  
Mr. Richard Thompson  
Ms. Rita Pfister

RE: LA R.S. 39:1508  
Delegation of Authority for Small Purchases

Dear Mr. Gautier:

This letter is to notify you that effective this date, and in accordance with Act 592 of the 1999 Regular Legislative Session, you or your designee are hereby authorized to enter into professional, personal, consulting and social services contracts for \$20,000 or less without the necessity of approval by this office.

This delegation of authority is subject to the following conditions:

1. The agency shall submit a quarterly report to the Office of Contractual Review.
2. This report shall contain a listing of all agency approved contracts and must include Contractor's name, amount of contract, nature of services rendered, effective dates of contracts, and total dollar amount of all small contracts approved by the agency for that quarter. Please review your current format to insure all required information is included and revise if needed.
3. Services shall not be artificially divided to constitute a small purchase and avoid approval by this office.

**One copy of this report shall be submitted to the Office of Contractual Review within forty-five days after the quarter ends. Even if no contracts have been approved during the quarter a report must still be submitted stating that no contracts have been approved. If you have not submitted your final quarterly report for FY 98-99, the deadline for receipt in this office is August 15, 1999.**

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Please note that this delegation in no way affects the requirement that all of these contracts must comply with all statutory and regulatory requirements. Also, approvals by the Attorney General and Risk Management are still required on all contracts for legal services.

The Office of Contractual Review reserves the right to audit any contract approved under this delegation and such delegation may be rescinded at any time if all requirements are not met.

We appreciate your cooperation and if we may be of further assistance, please call (225) 342-7097.

Sincerely,

A handwritten signature in cursive script, appearing to read "Susan H. Smith", is written in light blue or grey ink.

Susan H. Smith  
Director  
Office of Contractual Review

SHS/da