

Department Instructions for Use of the Authorized Dealer Certification Form

1. Enter the information regarding the equipment needing repair and/or repair parts in the box labeled “Specified Equipment.”
2. Enter the name of the proposed authorized dealer in the blank which is indicated with an asterisk.
3. Send the form to the MANUFACTURER of the specified equipment for completion OR attach other documentation from the manufacturer that confirms supplier’s authorized dealer status, such as: a printout from the manufacturer’s website, an email from the manufacturer, or a current letter from the manufacturer.
4. Once certification is obtained, you can proceed with purchase via LaCarte, Direct Charging to AP, or by submitting a requisition to Procurement depending on the amount of the transaction. Regardless of the method used to purchase, the completed authorized dealer form and/or other documentation must accompany the LaCarte expense report, direct charge invoice, or requisition.



Authorized Dealer Certification
(Equipment Repairs/Maintenance/Parts)

University procurement rules permits the non-competitive purchase of equipment repairs and/or associated repair parts directly from an Original Equipment Manufacturer (OEM) or any OEM-Authorized Dealer. [LAC 34:XIII Chapter 3 Section 525.A.1 & 2]

To ensure University compliance for such purchases, the signature of a duly authorized agent of your company is required to certify the status of OEM-Authorized Dealers to perform repairs/maintenance and/or to sell OEM-parts for the equipment specified below. By signature, your company fully acknowledges and agrees to the Terms and Conditions stated herein.

Specify Equipment [OEM/Equipment Types/Brands/Series/Models/ Serial #'s/LSU Tag #'s]:

[Empty box for specifying equipment details]

I hereby certify that * _____ is a duly OEM-Authorized Dealer for the above-specified equipment:

To perform repairs/maintenance only on the specifically referenced equipment above.

To perform repairs/maintenance on any and all of this Manufacturer's equipment types, brands, models, series, etc. (unless specifically excluded by my attachment hereto).

To sell/distribute OEM-repair parts only for the specifically referenced equipment above.

To sell/distribute OEM-repair parts for any and all of this Manufacturer's equipment types, brands, models, series, etc. (unless specifically excluded by my attachment hereto).

Manufacturer's Name: Phone: [Empty input fields]

Title & Printed Name: Fax: [Empty input fields]

Signature: Email [Empty input fields]

OEM/Authorized Dealer Terms and Conditions:

- The University may reproduce, accept and use this executed 'Authorized Dealer Certification' form as supporting file documentation as deemed appropriate in future, relative procurements, unless a singular use and application is expressly designated by the Authorized Dealer's Signatory. However, the University reserves the right to request an 'Authorized Dealer Certification' form for any and all related purchases.
The University, at its sole discretion and occasion, reserves the right to solicit competitive bids from multiple OEM-Authorized Dealers.