

**BASICS OF  
PURCHASING AT  
CAMD**

# Purchasing Reminders:

1. *Request for Purchase Forms* is **mandatory** , especially for:
- University Stores
  - Petty cash
  - Purchases using a departmental credit card.
  - ***The more information you provide the less confusion and problems occur.***

# Completed Request For Purchase Form



The J. Bennett Johnston, Sr. Center for Advanced Microstructures and Devices (CAMD)  
Louisiana State University, 6980 Jefferson Highway, Baton Rouge, LA 70806  
Office 225/578-8884 Fax 225/578-6954

## REQUEST FORM FOR PURCHASES

Purchaser's Name: Caryl Boyet

Purchaser's Phone Number: 578-9357

Purchaser's Initials/Supervisor's Initials: CB / CS

Vendor Name: Corporate Express

Vendor Phone Number: \_\_\_\_\_

Vendor Fax Number and Web Address: www.cexp.com

Brief Description of Item/Items to be Purchased: (Catalog #, Item #, Quantity)

Pencils qty. 2 boxes

Pens color blue qty. 3 boxes

3 hole punch electric qty.1

multi color pak of pens qty. 2

Cost of Item/Items: 150.00 Shipping/Handling Charges: 5.00

Order Needs to be Placed??:  YES  NO

Total Cost w/ S/H: 155.00

Purchase Order Number: 1G110807CB

Date Order Placed: 11/8/07

Estimated Receiving Date: 11/9/07

Order Confirmation Number: \_\_\_\_\_

For Office Use Only:

Order Placed By (Initials): \_\_\_\_\_

Account Number to be Charged: \_\_\_\_\_

Date Received: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

Credit Card Used?  YES  NO Initials: \_\_\_\_\_

## **Purchasing Reminders:**

**2. A Purchase Form is required for work done at campus machine shops.**

# Completed Form for Campus Machine Shops and Labs



Center for Advanced  
Microstructures & Devices  
6980 Jefferson Highway  
Baton Rouge, Louisiana 70806  
225-578-8887 / 225-578-6954 (Fax)

## Form for Campus Machine Shops and Labs

Purchaser's Name Kyungmin Ham  
Phone # 225-578-6950 / 9318  
PI / Supervisor's Initial's KH

Shop Name Physics  
Contact @ Shop Name George Gascon 578-2930  
CAMD Account # to be Charged 168-05-0100

Brief Description of Work to be Done:  
CCD camera mount adapter  
\_\_\_\_\_  
\_\_\_\_\_

# of Items: 1  
Estimate of Amount \_\_\_\_\_

PO # TW110207KH  
Date Order Placed Nov 02 / 2007  
Est. Receiving Date \_\_\_\_\_

For Office Use Only:  
Order placed by initials: \_\_\_\_\_  
Account # (to be charged): \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Invoice # \_\_\_\_\_  
Credit Card Used Initials: \_\_\_\_\_

Authorized By: \_\_\_\_\_  
Caryl Boyet (CAMD Purchasing / Accounting Coordinator)

## Purchasing Reminders:

### 3. *A Request for Fax Quotes (RFQ):*

- Must be on the official **RFQ** Form
- The **RFQ** Form includes all requirements that vendors **must** meet.

# Filled out RFQ Form

01-Nov-2007 07:44pm From: AARON BUSINESS SERVICES #0088018468 T-118 P.0027003 F-620



LOUISIANA STATE UNIVERSITY  
AND AGRICULTURAL & MECHANICAL COLLEGE

BATON ROUGE, LA 70803  
TELEPHONE #225-578-9357 FAX #225-578-6854

## REQUEST FOR FAX QUOTATION

NUMBER OF PAGES (including cover): 3

DATE: 11/01/2007

### INSTRUCTIONS/GENERAL CONDITIONS

QUOTATION # LSU - 076809 Reel. DUE DATE/TIME 11/6/2007

TITLE: Vortex 60 EX Detector and DPP

1. Quotations for furnishing the items and/or services specified, subject to the conditions stated herein and/or attached hereto, are hereby invited and will be received by the department stated above, until the specified due date and time. **QUOTES MUST BE SIGNED.**
2. **ALL PRICES MUST BE FIRM AND ARE TO BE QUOTED COMPLETE AND FOB LSU, BATON ROUGE, LA, INCLUSIVE OF ANY DELIVERY/FREIGHT/HANDLING CHARGES, unless otherwise stated by the University.** Bids other than FOB LSU may be rejected. Any involved shipping/freight/handling charges that are not quoted and itemized on the University purchase order are subject to rejection and non-payment.
3. Quotations shall be binding for 30 calendar days from due date, unless otherwise specified.
4. Do not include State Sales Tax or Federal Excise Tax; same will be added if applicable.
5. University payment terms are Net 30 days.
6. The University reserves the right to award the order by individual items, related items, or by total, whichever it deems to be in its best interest and the University also reserves the right to reject any and all quotations and to waive informalities.
7. Unless otherwise called for in the specifications, all products are to be new, current model, and of best quality as measured by acceptable standards of the trade, and any defects in any product may cause its rejection. **WHEREVER MANUFACTURER'S TRADE OR BRAND NAMES APPEAR IN THE SPECIFICATIONS, IT IS TO BE ASSUMED THAT EQUAL PRODUCTS WILL BE CONSIDERED INCESS OTHERWISE SPECIFIED BY THE UNIVERSITY. ANY BIDDER PROPOSING EQUAL PRODUCTS IS TO SUBMIT WITH QUOTATION COMPLETE INFORMATION, INCLUDING SPECIFICATION AND PICTURES DEPICTING PROPOSED EQUALS. QUOTATIONS NOT SPECIFYING BRAND NAME AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCT SPECIFIED.** Where applicable, all products are to be covered by standard factory warranty unless otherwise specified by University.
8. Telephone inquiries are to be directed to the department stated above with above quotation number for reference.

### ALL QUOTING VENDORS ARE TO PROVIDE THE FOLLOWING INFORMATION:

SHIPMENT WILL BE MADE FROM SIINT WITHIN 5 DAYS AFTER RECEIPT OF ORDER. SHIPMENT IS TO BE FOB LSU, BATON ROUGE, AND PRICES INCLUSIVE OF ANY DELIVERY/FREIGHT/HANDLING CHARGES.

BIDDER Bill Nano Technology USA

ADDRESS 19865 Northridge St

BY [Signature]

Northridge CA 91324

TITLE VP Sales - Mktg

PHONE NUMBER 818 280 0745

FEDERAL TAX I.D. # 710989501

FAX NUMBER 818 280 0745

EMAIL: gmjers@SIINTUSA.com

NOTE: By accepting a purchase order resulting from this Request for Quotation, non-resident firms certify they have paid all taxes duly assessed by the State of Louisiana and its political subdivisions, including franchise taxes, privilege taxes, sales taxes, and all other taxes for which they are liable, to the state and its political subdivisions.

In accordance with L.R.S. 39:1594(C) (2) (D), the person signing the quotation must be: 1) a current corporate officer, partnership member or other individual specifically authorized to submit quotations as evidenced in appropriate records on file with the Secretary of State; or 2) an individual authorized to bind the vendor, as evidenced by an accompanying corporate resolution, certificate or affidavit. By signing this quotation, the bidder certifies compliance with the above.

Quotations submitted are subject to provisions of the laws of the State of Louisiana including, but not limited to, L.R.S. 39:1551-1736; purchasing rules and regulations; executive orders; standard terms and conditions; special conditions; and specifications listed in this solicitation.

# Page 2 of RFQ Form

LOUISIANA STATE UNIVERSITY DEPARTMENT/OFFICE:

Date: <u>11/1/07</u>		REQUEST FOR QUOTATION				SIINTUSA 07089 Rev. Requisition Number:	
Quotes Obtained by: <u>Carol Boyer</u>		IF Description field does not provide sufficient space, additional specifications may be attached.					
Quote <u>2</u> of <u>2</u>							
Item No.	Qty	Unit	Description	Model No.	MFR/Brand	Unit Price	Ext. Amount
1.	1	ea	Vortex 60 EX SMCD	60EX	SIINTUSA Vortex	26,000 - 7,600 \$18,400	\$18,400 <sup>00</sup>
2.	1	ea	DPP - Electronic Box	DPP	SIINTUSA Vortex	\$6,000.00	\$6,000.00 <sup>00</sup>
3.	1	ea	Packaging, Handling and Shipping Charges via Fed Ex Saver				\$375 <sup>00</sup>
Quoting vendor to fill out fields marked by shaded areas						Total:	\$24,775

01-Nov-2007 07:26am FROM: XEROX BUSINESS SERVICES 4009815458 T-118 P.009/003 F-020

# Vendor Quote



SII NanoTechnology USA Inc.

19355 Business Center Drive, Suite #9  
 Northridge, CA 91324  
 Phone (818) 280-0745  
 Fax (818) 280-0408

August 9, 2007

QUOTATION #: 070809 Rev 1

Louisiana State University

Submitted to:	Prepared by:
Amitava Roy Associate Professor-Research X-Ray Group Leader J. Bennett Johnston Sr. Center for Advanced Microstructures and Devices 6980 Jefferson Highway Louisiana State University Baton Rouge, Louisiana 70806 Tel: 225-578-6706 Fax: 225-578-6954 E-mail: Amitava D Roy [reroy@lsu.edu]	Gordon Myers Director Sales & Marketing  Tel: 818-280-0745 ext. 112 Fax: 818-709-2463 E-mail: gordonm@radiantdetectors.com

PRODUCT DESCRIPTION	PRICE
Vortex <sup>®</sup> Silicon 60 EX MC Detector (One unit only)	\$26 000.00
Discount (institutional)	(\$ 7600.00)
<u>SUB-TOTAL</u> for one (1) unit plus excluding DSP	\$18 400.00
Add Digital Pulse Processor	\$ 6 000.00
<u>TOTAL</u>	\$24 400.00
(Shipping, Packaging & Handling estimation, \$375.00)	

**TERMS AND CONDITIONS:**

Transportation: Prices above are FOB Northridge, CA. Packaging and Shipping charges will be prepaid and added to the final invoice. Lead-time: 60 days ARO. Payment Terms: 50% Pre-payment is required with order. Balance due upon receipt. This quotation is valid for 60 days.

"All Pricing and Specifications are subject to change without notice".

# Purchasing Reminders:

## 7. Repairs:

- Do not require a requisition if the repair is to be done by the **Original Equipment Manufacturer(OEM)** or an authorized dealer.
- An **Authorized Dealer Form** must be filled out and returned to me prior to the repair work starting.

# Authorized Dealer Certification Form



Purchasing Office  
213 Thomas Boyd Hall  
578-2038 ph 578-2292 fx  
www.fas.lsu.edu/purchasing

## Authorized Dealer Certification

~ Equipment Repairs / Maintenance / Parts ~

Louisiana procurement law 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.  
[R.S. 39:1655; Executive Order No. KBB 04-30, 5.A.1 & 2]

To ensure University compliance for such purchases, the signature of a duly authorized Agent of your Company is required to *certify* your Company's current status as an OEM-Authorized Dealer 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.

*Note: If your Company name, logo, or current advertisements do not provide a visibly clear and convincing record that you are an OEM-Authorized Dealer, you must also provide/attach supporting documentation from the Manufacturer affirming your current authorized status.*

**Specified Equipment [OEM / Equipment Types / Brands / Series / Models / Serial #'s]:**

GCA equipment including but not limited to the following: GCA 3600 Pattern Generator

**I hereby certify that my Company 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).

Company Name: RTS Technologies, LLC Phone: (215) 345-6200

Title & Printed Name: Irene E. Elinich, Business Administrator Fax: (215) 345-6133

Signature:  Email: ielinich@rtstechnologies.net

### OEM/Authorized Dealer Terms and Conditions:

- The University, at its sole discretion and at any time, reserves the right to require verification from the equipment manufacturer of your current status as a duly OEM-Authorized Dealer.
- The University requires, and the Authorized Dealer agrees, that equipment repairs and/or the purchase of OEM-repair parts shall be billed in accordance with (or less than) the OEM/Authorized Dealer's "then-current" price list and contractual discounts for labor rates and parts offered to similarly situated public or private entities.
- By conducting business with the University, the Authorized Dealer agrees to an internal audit by LSU of invoices for billing compliance with pricing/discount structures in effect at the time of purchase.
- 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.

# Quote for Repair from Vendor

Mr. Fareed Dawan  
Louisiana State University - CAMD  
6980 Jefferson Highway  
Baton Rouge LA 70806

September 20, 2007

Re: **Quote #: A0708-2152**  
**Visit to Repair One (1) GCA 3600 Pattern Generator and the Aperture Chassis**

RTS Technologies will repair the GCA 3600 Pattern Generator located at LSU. Based on remote diagnostics done so far, it appears that the aperture chassis and control board are damaged and require repair.

This quotation includes the following items:

Diagnosis of errors; dismantle broken chassis and control board; send broken parts for repair at an RTS facility; repair and test the parts; ship the parts to LSU; install the parts and test the functionality of the Pattern Generator.

**Total Cost (not to exceed) \$16,125.00**

RTS Technologies thanks you for the opportunity to present the above quotation.

Cordially,

Herb Benjamin

- Payment Terms: Net 30 from date of invoice
- Expiration Date: **September 27, 2007**

HB/iee

File: LSU A0708-2152 PM Visit.doc

# Purchasing Reminders:

## 5. PRO:

- The new purchasing system.
- All vendors must be registered in the PRO system.
- **If vendors are not registered, it will delay payments.**

# Vendor Enrollment in PRO

## To enroll online:

- Click the *e*-PRO icon at the following link.
- Non US companies cannot register online.

<http://www.fas.lsu.edu/purchasing/vendorinfo.htm#apply>

# Reminders

- **If you need overnight or 2<sup>nd</sup> day shipping, please write it on the requisition form.**
- **I have not been receiving the receipts from University Stores. Please turn those in immediately after your order comes in.**