

Delegation Renewal Form

Renewal Requirements

- Delegate must renew certification within 12 months of their agreement approval date and thereafter by obtaining a minimum of 5 credits at any of the events listed below.

Note: Individual must physically attend & stay the duration of training sessions and meetings to receive credit.

- Procurement Meetings (1 credit each)
- Procurement Training Sessions (1 credit each)
- Procurement Hosted Supplier Expos (1 credit each)

- Once all credits are obtained, delegate must complete and submit this form to LSU Procurement. Upon verification, delegate will receive the approved renewal form via email for their records.

Event/Session Attended	Event/Session Date

Attestation of Responsibility

I hereby attest that I have obtained the required credits to maintain delegation, understand all Applicable Procurement Rules and I understand that failure to comply with the responsibilities and restrictions outlined in the Delegation of Purchasing Authority Agreement will result in revocation of my purchasing authority.

Delegate Name (please type or print)	Signature	Date

Delegate Title	Department Name

Dean, Director or Department Head Name (please type or print)	Dean, Director or Department Head Signature	Date

Procurement Use Only

Procurement Training Manager	Level of Authority	Renewal Date

Return this form to purchase@lsu.edu