



### Request for Framing, Plaques, Trophies, or Other Awards

Framing of decorative items (pictures, prints, certificates, etc.), and the purchase of plaques, trophies, and other awards are approved on a case-by-case basis and must comply with State and University procurement regulations when using University funds. Items are to relate to the mission of your department, the University or the State. If a grant account will be used, approval from SPA must be obtained prior to submitting to Purchasing. (See signature line below). If the LSU logo will be used, approval from Trademark Licensing must be obtained prior to submitting to Purchasing. (See signature line below). **PRIOR TO PURCHASE** of these items (regardless of the cost), provide the information requested below and submit to the Office of Purchasing. After approval is obtained, attach this form to a requisition or LaCarte "BF" Journal Entry and process through normal channels.

Description of item(s) \_\_\_\_\_

Purpose of items \_\_\_\_\_

Number of Items to \_\_\_\_\_

Planned location of items \_\_\_\_\_

Will ownership of the item be retained by the University? Yes \_\_\_\_\_ No \_\_\_\_\_ Estimated Cost: Each \$ \_\_\_\_\_ Total \$ \_\_\_\_\_ Account No./Object Code: \_\_\_\_\_/\_\_\_\_\_

Contact: \_\_\_\_\_ Phone \_\_\_\_\_ (Please print or type)

Department: \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Department Head Signature

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ SPA Approval (if required) 336 Thomas Boyd Hall

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Trademark Licensing Approval (if required) 330 Thomas Boyd Hall

Request [ ] Approved [ ] Denied \_\_\_\_\_ Office of Purchasing \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ Date