



PUR-CIR Form
(V-5 Revised 1.15.26)

Requisition No. _____

CONTRACTOR/ VENDOR INFORMATION REQUISITE

Vendor Name (Company): _____

Contact Name: _____ **Title:** _____

Email: _____ **Phone:** _____

Address: _____

1. Are you a US Citizen or Resident Alien? Yes No N/A (If Entity and not an individual.)

If **YES** is marked for any of the below questions **STOP** and contact the UL Lafayette Department representative.

2. Are you a current UL Lafayette student? Yes No N/A (If Entity and not an individual.)

3. Are you or any individual with ownership in the above-named company, a current UL Lafayette employee? (UL Lafayette employee includes full and part-time faculty and staff, graduate assistants, and student workers.)

Yes No

4. Have you or any individual with ownership in the above-named company been an employee of UL Lafayette within the past two (2) years? Yes No

If **YES** is marked for Question 3 or 4, contact Human Resources (337) 482-6248 or hrcompliance@louisiana.edu for information regarding LA State Employee Ethics compliance, **PRIOR** to engaging in services with the University.

5. Are you a current employee of a Louisiana state agency or university?

Yes No N/A (If company/ LLC) If **YES**, list name: _____

6. Are you a current or retired member of Teachers' Retirement System of Louisiana (TRSL), Louisiana State Retirement System (LASERS), or Optional Retirement Plan (ORP)?

Yes No N/A (If company/ LLC)

If **YES** is marked for Question 5 or 6, contact Human Resources (337) 482-6248 or hrcompliance@louisiana.edu for information regarding contributions to retirement systems, **PRIOR** to engaging in services with the University.

7. Are you or individuals with ownership in the above-named company related (as a child, spouse, brother, spouse of brother, sister, spouse of sister, parent, spouse of parent, or parent of spouse) to an UL Lafayette employee who will take part or share responsibility for action of UL Lafayette through approval, disapproval, decision, recommendation, rendering advice, investigation, or failure to act or perform a duty with respect to the proposed contract? Yes No

8. Do you or any of the individuals listed in # 7 (see related) have an ownership interest in the above-named company? Yes No

Vendor's Signature

Date