



PUR-CIR Form
(V5 Revised 4/25/2024)

Requisition No. _____

VENDOR INFORMATION

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