

**BOBBY JINDAL**  
GOVERNOR



**KRISTY H. NICHOLS**  
COMMISSIONER OF ADMINISTRATION

## **State of Louisiana**

Division of Administration  
Office of State Procurement

### **STATE OF LOUISIANA VENDOR NOTICE**

The State of Louisiana has a purchasing card program, "LaCarte". This is more a business-like approach for small purchases. Following is a description of the program.

- The official purchasing card for the State of Louisiana 'LaCarte' with VISA.
- Purchase cards are issued in an employee's name. The employee's name will appear on the first line, and the agency where they are employed will be on the second line.
- It is the state's responsibility for payment of card charges to Visa.
- Therefore, the state's tax-exempt status is applicable to all card purchases.
- The tax-exempt number is printed on the front of all state issued cards.

As a state vendor you will greatly benefit from the use of 'LaCarte' particularly because purchases made with a 'LaCarte' credit card will improve your cash flow since payments will be made quickly. This will reduce paperwork by eliminating invoicing and payment research.

If there are any questions, you may address them to Division of Administration, State Purchasing Office at 225-342-6322.



**Certificate of Sales/Use Tax Exemption/  
Exclusion of Purchases by Political  
Subdivisions of the State of Louisiana  
Louisiana R.S. 47:301(8)(c)**

PLEASE PRINT OR TYPE.

Political Subdivision	Louisiana Dept. of Revenue Registration No. (if applicable)	
Address		
City	State	ZIP

The above referenced entity does hereby certify that the entity is a public agency of the State of Louisiana with legal status as one of the following:

- State agency, board or commission State of Louisiana tax number: 1284900001
- Municipal government or instrumentality thereof
- Public Charter School (R.S. 17:3971-4001)
- Hospital service district
- Public housing authority
- Parish government or instrumentality thereof
- Parish school board or public school
- Law enforcement district
- Waterworks district
- Parish and municipal libraries
- Other \_\_\_\_\_

Purchases of tangible personal property and taxable services, and/or leases and rentals of tangible personal property by the above referenced political subdivision are totally exempted from the sales tax levied by the State as provided by R.S. 47:301(8)(c). The Louisiana Constitution, Article VI, §44(2) defines a political subdivision as "a parish, municipality, and any other unit of local government, including a school board and a special district, authorized by law to perform governmental functions".

The authorized person for the political subdivision certifies that the entity meets the criteria for the sales tax exclusion under R.S. 47:301(8)(c), and if sales tax is later found to be due, the entity will be responsible for any tax liabilities.

Signature of Authorized Agent	
Authorized Agent	Title
Signature X	Date (mm/dd/yyyy)