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GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Purchasing

MEMORANDUM

TO: All State Agencies & Political Subdivisions; Department Undersecretaries; Purchasing Directors; Business Managers; Colleges & Universities; Boards & Commissions

FROM: Denise Lea, Director of State Purchasing 

DATE: November 25, 2008

SUBJECT: Specialty Underwriters Online Reporting Now Available

The Office of State Purchasing, in conjunction with Specialty Underwriters, contract holder of the statewide equipment maintenance agreement, Contract #406092, has implemented an online reporting mechanism. This is available to all agencies that utilize the statewide maintenance contract. The landing page contains most everything needed for the program, including a direct link to the contract and downloadable program materials & forms. It also provides real-time reports that include an inventory list of equipment that is currently covered by the contract, invoice information, and status of any claims that are in process or have been completed. This valuable, real-time information can assist you in efficiently and effectively managing your equipment maintenance needs.

You can view the landing page at www.su-group.com/maintenance_program-la.asp .

All agencies may access their own reporting information after obtaining a Client Code and Password. To request a Client Code & Password, contact Pam Huth with Specialty Underwriters at 1-800-558-9910 or at phuth@su-group.com.

If you have any questions, please contact Tom Ketterer in the Office of State Purchasing at (225) 342-1302 or at tom.ketterer@la.gov.