



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

May 16, 2002

Office of State Purchasing Memorandum 02-11

TO: Purchasing Personnel and Vendors

FROM: Denise Lea
Director of State Purchasing

SUBJECT: Relocation to Claiborne Building

The Office of State Purchasing and Travel will be physically relocating to the new Claiborne Building on May 24, 25, 26, and 27. May 24 – calls will be remotely monitored during normal working hours (8:00 AM to 5:00 PM). While the office will be open for business on May 28, there will be limited access to files while we are unpacking.

The Claiborne Building is located at 1201 North 3rd Street and can be reached by taking the Capitol Access Road Exit from I-110. Merge right onto Capitol Lake Road (goes behind the State Capitol) and then turn right onto North 3rd Street. The building is on the left. Visitor parking is available in the surface lot south of the building. Tickets may be validated by the agency you are visiting. State Purchasing is Suite 2-160.

Anyone visiting offices in the Claiborne Building **will be required to show a picture ID** and obtain a visitor's badge upon entering the building. Vendors that intend to deliver a bid and/or attend bid openings should allow enough time for this process.

We appreciate your patience during this time. If you need assistance or information on a file, please contact this office prior to May 24. In case of an emergency on May 24, please call (225) 342-5077.

We ask that you circulate this memorandum to others in your agency or company that might be affected by our move.

Thank you

c Edgar Jordan