



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

November XX, 2004

«Coordinator», Coordinator
«VendorName», «PayrollCode»
«C_Address»
«C_Address2»
«C_CityStateZip»

RE: Vendor Giveaways & Solicitation to State Employees

Dear «Salutatorian»:

It has come to our attention that there has been an increase in activity regarding vendor giveaways. This letter is to serve as a reminder that giving away items/gifts of monetary value to state employees is strictly against §1115 of the Louisiana Code of Governmental Ethics and is prohibited by the Office of State Uniform Payroll (OSUP). The only allowable giveaways are promotional items with no substantial resale value and food and drink that employees consume while the vendor or representative is present.

Please ensure that all vendor representatives are properly trained for soliciting to state employees. In addition to the proper solicitation training, vendor reps must be trained on correctly completing the State of Louisiana Employee Payroll Deduction Authorization Form (SED-4). Agencies will not accept SED-4 forms that are completed incorrectly. Incorrect forms must be handled between the vendor and employee. Please reiterate to vendor representatives that new SED-4 forms submitted, supercede all other forms.

If you have any questions, please contact Angela Woods at (225) 342-5345.

Sincerely,

Jena W. Cary
Director

JWC/acv

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