



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

December 2, 2004

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

RE: Update on Vendor Giveaways

Dear «Salutatorian»

As a result of a letter sent out by the Office of State Uniform Payroll (OSUP), we have received questions on how vendors can determine what giveaways/prizes are acceptable to be given to state employees. Questions should be directed to the Louisiana Ethics Administration Program at (225) 763-8777 or 1 (800) 842-6630. Requests for a Board of Ethics advisory opinion can be submitted in writing to the address below:

Louisiana Ethics Administration Program
2415 Quail Dr, Third Floor
Baton Rouge, LA 70808

Requests should include specific details of what the vendor would like to give away to state employees and the reasons the vendor feels the particular item should be acceptable.

The Ethics Board generally meets once per month. Agenda deadline is 2 weeks prior to meeting date. Please visit the Louisiana Ethics website at the following address: <http://www.ethics.state.la.us/general/index.html> for information on procedures for requesting an advisory opinion and the Board's meeting dates through 2005.

Copies of vendor requests and the Ethics Board advisory opinion should be forwarded to OSUP.

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

Sincerely,

Jena W. Cary
Director

JWC/acv

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