



Fax:

August 23, 2002

Attn:

Re: Credit Information

We are in receipt of your request for credit information in behalf of the University, and we offer the following comments:

First, we do not customarily furnish credit information as requested. We do, however, strive to make our payments in a timely manner; if we don't, State Statutes provide for service charges on accounts ninety days past due.

Louisiana State University is the State's Flagship University and the full faith of the State of Louisiana stands behind our transactions. Our chief business officer is Dr. Jerry J. Baudin, Vice Chancellor for Finance and Administrative Services and our business is transacted through Bank One.

Purchase orders are required for all purchases over \$500.00 made on behalf of the University and will originate from the Purchasing Office; payments will be made through the Office of Accounting Services. Attached is a certificate explaining our tax status.

Locally, we do business with Fisher Scientific, IBM Corporation, and General Paper Company in addition to many other firms throughout the city, state, and nation. You can be assured we appreciate your interest in doing business with Louisiana State University and we trust our relationship will be to the mutual benefit of both parties.

Please do not hesitate to contact me if there are any questions.

Sincerely,

Sandra G. Gillen  
Associate Director of Purchasing

SGG:ms  
Attachment

cc:

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