

Southern University Agricultural & Mechanical College  
**Purchasing Department**  
P. O. Box 9534  
Baton Rouge, Louisiana 70813  
(225) 771-4580  
(225) 771-2026 Fax

**REQUEST TO BE PLACED ON BIDDER'S LIST**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Bid/Quotation/Proposal Number:** \_\_\_\_\_

**Taxpayer Identification Number (TIN)** \_\_\_\_\_

**Signature Authority**

ATTENTION: R.S. 39:1594(C)(4) requires evidence of authority to sign and submit bids/quotations to the State of Louisiana and Southern University. You must indicate which of the following apply to the signer of this bid.

Please circle one:

1. The signer of this bid is either a corporate officer who is listed on the most current annual report on file with the secretary of state or a member of a partnership or partnership in as reflected in the most current partnership records on file with the secretary of state. **A copy of the annual report or partnership record must be submitted to this office before contract award.**
2. The signer of the bid is a representative of the bidder authorized to submit this bid as evidenced by the corporate resolution or certification as to corporate principal. **If this applies a copy of the resolution or certification must be attached hereto.**
3. The bidder has filed with the secretary of state an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. **A copy of the applicable document must be submitted to this office before contract award.**
4. The signer of the bid has been designated by the bidder as authorized to submit bids/quotations

**Briefly describe type of supplies and/or services provided by company:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_