

Facility Planning and Control
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

LaGOV VENDOR NUMBER REQUEST FORM

MEMORANDUM

TO: ALL CEA HOLDERS FOR FACILITY PLANNING AND CONTROL

FROM: MARGARET HILL
STATE CAPITAL OUTLAY TECHNICAL ADMINISTRATOR

Please be advised that no CEA will be executed by the Division of Administration until the following information is provided. LaGov Vendor numbers are required for disbursement of funds.

If you are not currently registered as a vendor in LaGov, please do so through the Office of State Procurement Vendor Center at <https://www.doa.la.gov/doa/osp/vendor-resources/>.

If you have any questions about this process, please contact the Vendor Help Desk at Vendr_inq@la.gov or 225-342-8010.

1. COMPLETED FORM W-9 (Request for Taxpayer Identification Number and Certification).
2. FEDERAL EMPLOYER ID NUMBER: 72-6001208
3. LA GOV VENDOR NUMBER: 310092105