



# Louisiana Tech University

## CONTRACT FORM for BUSINESS ENTITIES performing PERSONAL, PROFESSIONAL, CONSULTING or SOCIAL SERVICES CONTRACTS

Name of Company: \_\_\_\_\_  
(Complete this form on behalf of the Company you own or represent. **Also complete** the individual checklist.)  
This form is **NOT** required if the company is a **sole proprietorship**.

Services to be performed: \_\_\_\_\_

1. What type of entity is the company? (corporation, partnership, limited liability company, etc.) \_\_\_\_\_

2. Was the company formed in Louisiana?  Yes  No

2.a. If No, provide a copy of the company's Certificate of Authority from the Louisiana Secretary of State.

*Out-of-State companies must register with the Louisiana Secretary of State before doing business in Louisiana unless the company meets an exception. If the company is not registered, contact the Louisiana Secretary of State before entering this contract.*

**3. If the company is a corporation**, provide a copy of the most recent Disclosure of Ownership Form that was filed with the Louisiana Secretary of State.

*Before a corporation may enter a contract with a Louisiana State agency, including Louisiana Tech, the corporation must provide a copy of a Disclosure of Ownership form that has been filed with the Louisiana Secretary of State.*

4. Is any person who owns more than 5% of the company a current student or employee of Louisiana Tech University?  Yes  No  
*If Yes, contact Purchasing Office before executing contract.*

5. Was any person who owns more than 5% of the company an employee of Louisiana Tech University at any time within the previous two (2) years?  Yes  No  
*If Yes, contact Purchasing Office before executing contract.*

6. Complete Louisiana Tech's Signature Authorization Form. If you have not received a copy of this form, your contract initiator will provide you a copy.

By signing below, I hereby declare and affirm the information provided herein to be true and accurate.

Signature:	Printed Name:
Phone Number:	Date: