

Northwestern State University Purchasing Department

**ALL INDIVIDUALS TO CONTRACT TO PERFORM
PERSONAL, PROFESSIONAL, CONSULTING or SOCIAL SERVICES
MUST COMPLETE THIS FORM AND ATTACH TO CONTRACT**
(Corporations and Limited Liability Corporations Do Not Need To Complete)

Name of Individual:	TIN or Banner ID
Scope of Services:	
<p>1 Are you a US Citizen? <input type="checkbox"/> No* <input type="checkbox"/> Yes <small>* If Contractor is not a citizen of the US, an appropriate visa must be confirmed with the International Services Office (ext. 2360) prior to contracting with a non-US citizen.</small></p>	
<p>2 Are you a current Northwestern employee? <input type="checkbox"/> Yes* <input type="checkbox"/> No Note: includes full and part-time faculty and staff, graduate assistants and student workers <small>* Contact Human Resources - service contract form may not be applicable here</small></p>	
<p>3 Have you previously been an employee of Northwestern within the past two (2) years? <input type="checkbox"/> Yes* <input type="checkbox"/> No Note: includes full and part-time faculty and staff, graduate assistants and student workers <small>* If Yes, STOP - have contract coordinator contact Purchasing Office</small></p>	
<p>4 Are you a current employee of a LA state agency or current employee of another LA state university? <input type="checkbox"/> Yes* <input type="checkbox"/> No <small>* If Yes, STOP - have contract coordinator contact Purchasing Office</small></p>	
<p>5 Are you a current or retired member of Teachers Retirement System of LA? (Note: You will be responsible for contributions from the earnings to TRSL) <input type="checkbox"/> Yes* <input type="checkbox"/> No <small>* If Yes, STOP - have contract coordinator contact Purchasing Office</small></p>	
<p>6 Are you a current or retired member of Louisiana School Employees' Retirement System? (Note: You will be responsible for contributions from the earnings to LSERS) <input type="checkbox"/> Yes* <input type="checkbox"/> No <small>* If Yes, STOP - have contract coordinator contact Purchasing Office</small></p>	
<p>7 Are you a current or retired member of the Louisiana State Retirement System? (Note: You will be responsible for contributions from the earnings to LASERS) <input type="checkbox"/> Yes* <input type="checkbox"/> No <small>* If Yes, STOP - have contract coordinator contact Purchasing Office</small></p>	
<p>8 Are you a child, spouse, brother, spouse of brother, sister, spouse of sister, parent, spouse of parent, or parent of spouse of a Northwestern employee who will take part, or share responsibility to approve, disapprove, decision, recommend, render advice, investigate, review a failure to act or perform a duty, with respect to the proposed contract? <input type="checkbox"/> Yes* <input type="checkbox"/> No <small>* If Yes, Stop - have contract coordinator contact Purchasing Office</small></p>	
<p>By signing below I hereby affirm the information provided herein to be true and accurate to the best of my knowledge.</p>	
Type or Print Name:	Signature:
Email Address:	Date:
Reviewed By:	Date:
Signature of Human Resource Officer	

RETURN WITH CONTRACT FOR PERSONAL, PROFESSIONAL, CONSULTING & SOCIAL SERVICES