

VENDOR MAINTENANCE FORM

ADD VENDOR **CHANGE VENDOR** DATE _____ REQUESTED BY _____

*NAME: _____ VENDOR# _____

*STREET ADDRESS: *(If using a PO Box #, a street address must also be submitted)* _____

CITY: _____ STATE: _____ *ZIP CODE: _____

*PHONE: _____ FAX: _____ EMAIL: _____

REMIT TO ADDRESS: *(If different than above street address)*

*1099 VENDOR No YES *(If vendor is a person or sole proprietor-answer yes, e.g. consultant,)*

*FEDERAL ID #, TAX ID# or SOCIAL SECURITY #: _____ DUN'S # _____

*TYPE OF BUSINESS or PRODUCT(S) VENDOR DEALS WITH: *(i.e., books, hotel, university, magazine subscriptions, parent, consultant)* _____

Ask company/individual for a copy of W-9 form (New Vendor Only)

***These fields are *required* in order to process your request**

Rev. 10/08

(Over for Instructions)

VENDOR MAINTENANCE FORM INSTRUCTIONS

1. Check add a new vendor or change an existing vendor.
2. Enter date requested and name of person requesting this add or change.
3. Complete name of Vendor. No abbreviations. Abbreviations will be done if necessary.
4. Address: Include PO Box, Street Address, Apt. #, Suite # or Room # if known.
5. City, State (2 letter abbreviation) & Zip Code (Zip+4 if known).
6. Phone # w/Area Code. (No letters e.g. 1-800-FIRSTUSA)
7. Fax # w/Area Code. (No letters e.g. 1-800-FIRSTUSA)
8. Remit To Address: If different than Street Address, include address, Apt. #, Suite# or Room#, City, State, Zip Code
9. Federal ID # or Tax ID # is required for all vendors. If Vendor is a sole proprietor using their SS# for tax purposes, please indicate as such.
10. Social Security # is required for 1099 vendors.
11. Please indicate what type of business or product best represents this vendor. Enter all categories that apply. We are categorizing vendors to make it easier for you to find a vendor when all you know is the type of business. (i.e. 'hotel' will index all hotel/motel vendors and help avoid duplication of vendors.) Refer to the category list provided.
12. Submit this request to the Purchasing Dept. for processing.
13. **NO PURCHASES ARE TO BE MADE FROM ANY NEW VENDOR WITHOUT PRIOR APPROVAL FROM THE PURCHASING DEPT.**