

NEW VENDOR INFO FORM

To: Banner End Users (**For Internal Use Only**)

From: Procurement and Contracting

Subject: Required Documents to Enter New Vendor

Instructions: End Users should complete and submit this form with all new vendor's W-9 and Business Registration Certificate (BRC), if applicable to "Purchasing". The W-9 should be filled out, signed and dated in accordance with IRS records.

Requesting Department & End Users Name: _____

Dollar Amount Spending: \$ _____ Refund Only: \$ _____

Purpose (*Highlight option below):

*Service (Under \$3,000) *Candidate *Attorney *Doctor *Speaker/Honorarium

*Official/Coach/Mascot – Athletics' Use Only *Fellowship *Other _____

Please submit at least one form of contact info below: Phone / Fax / Email address

Vendor Contact Info: Phone: _____ Fax: _____

Vendor Email Address: _____ Contact Person: _____

Enter correct PO or Remit to address below (If different from one submitted on W-9):

Purchase Order Address: _____

Remit To (Check) Address: _____

