

# NEW VENDOR REQUEST FORM

## FOR BUSINESS VENDORS

EFFECTIVE JULY 25, 2017

(Use this form for Business entities. Do not use this form for Employees or Parent Refunds)

✚ Requisition Number:

✚ Is Vendor Located in the United States?

✚ Does Vendor Accept Purchase Orders?

✚ Can Product or Service be Performed by a current Vendor?

✚ Description of Services / Products Offered by Vendor:

*If Supplies or Services can be obtained from current vendor, describe why new vendor is needed.*

### VENDOR INFORMATION

✚ Business Name:

✚ Contact Name:

✚ Address 1:

✚ Address 2:

✚ City:

✚ State:

✚ Zip:

✚ Phone:

✚ Cell:

✚ Fax:

✚ Contact E-mail:

✚ Website:

✚ Other: