



VENDOR SET-UP REQUEST

FORM V-101

FOR NEW VENDORS OR CHANGES TO EXISTING VENDORS

Instructions: The requesting department must complete this form and submit for all new vendors or vendor updates

SECTION 1.

REQUESTED BY:

DEPARTMENT/REQUESTOR:

DATE:

PHONE: EMAIL:

SECTION 2. VENDOR INFO:

☐ SET UP OF A NEW VENDOR

VENDOR/SUGGESTED SOURCE (Name and contact info)

(If new, a completed W-9 is required-see below)

L# ASSIGNED BY PROCUREMENT

☐ EXISTING VENDOR

NAME: L#

Changes required:

ATTACHMENT(S):

☐ W-9 FORM (An IRS W-9 form must be completed and signed by the individual/vendor in order to receive payment and may be found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

☐ VENDOR CERTIFICATE OF INSURANCE (if vendor is providing a service on campus),

☐ OTHER:

If the vendor has a different address required for purchase orders or remittance address, please indicate those below

Purchase Order Address:

Remittance Address:

ACH Information (if applicable):