

# NEW VENDOR REQUEST FORM

This form is used to set up a new vendor in Munis. The form must be filled in PDF and emailed to [tmjones@bvps.org](mailto:tmjones@bvps.org). Incomplete forms will be returned.

**Attach in separate PDF Files:**

- **Form W-9 (required)**
- **Contractor's Certification (see below)**

## PURCHASING ADDRESS

Vendor Legal Name \_\_\_\_\_  
DBA \_\_\_\_\_  
Munis "Searchable" Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
ZIP \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
Fax # \_\_\_\_\_  
Email or Web Address \_\_\_\_\_

## CONTACT INFORMATION

Name \_\_\_\_\_  
Telephone # \_\_\_\_\_

Will vendor provide any of the following services? (Check all that apply)

Legal

Health or Medical

Speaking/Seminar

## **MUST ANSWER THE FOLLOWING TWO QUESTIONS:**

**Will vendor perform work on any school campus?** If yes, please attach completed page 1 of the Contractor Certification paperwork with this New Vendor Request Form.

Yes

No

**Will vendor likely have direct contact with students?** If yes, please attach completed Additional Information Required Contractor Certification paperwork with this New Vendor Request Form.

Yes

No

Requested by \_\_\_\_\_ Date \_\_\_\_\_

### *Office Use Only*

Finance Approval _____	Date _____
HR Approval _____	Date _____