

## NEW VENDOR SET UP

When requesting a new vendor, please consult with the vendor to complete the form below and send to Purchasing with the vendor's W9.

1. Does the vendor accept purchase orders?
2. Who is the contact person?
3. What is the contact person's email address and phone number?
4. Where should the purchase order be emailed?
5. Should payments be made to the legal name or DBA (if applicable)?
6. Is the payment address different than the company address?
7. If so, what is the payment address?