

# Vendor Entry Request Form

Please select one: Add New Vendor \_\_\_\_\_ Change /Addition to Existing Vendor # \_\_\_\_\_

Name of Vendor \_\_\_\_\_

Web URL (if available) \_\_\_\_\_

Address \_\_\_\_\_

Remit to address if different \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

E-mail address \_\_\_\_\_

Name of Vendor \_\_\_\_\_

Reason for vendor request; please check all that apply, **MUST** include details.

\_\_\_\_ Reimbursement for: \_\_\_\_\_

\_\_\_\_ Purchasing goods and supplies: \_\_\_\_\_

\_\_\_\_ Paying for services or work performed: \_\_\_\_\_

\_\_\_\_ Paying for registration or entry fee(s): \_\_\_\_\_

\_\_\_\_ Vendor W9 and E-Verification Affidavit (if applicable) are included

*Please email the completed vendor entry form, vendor's W9 and E-Verify (if applicable) to melissa.ross@lrs7.net and allow 5 business days for verification of Purchasing Procedures. Vendors cannot be set-up in the system and are not available for Purchase Orders or Check Requests until this process is complete.*

***\*~\*This process **must** be completed **prior** to services being rendered\*~\****

New vendor requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Dept/Bldg administrator approval: \_\_\_\_\_ Date: \_\_\_\_\_

**ORIGINAL SIGNATURES ARE REQUIRED**

Purchasing Department/ Business Services Department Use Only:

PEID \_\_\_\_\_ Vendor request entered by: \_\_\_\_\_ Date entered: \_\_\_\_\_