



# ALTERNATIVE VENDOR REQUEST FORM

Return Completed Form to the Business Office

"E" VENDOR REQUEST FOR EMPLOYEE REIMBURSEMENTS			
Employee Legal Name:		Campus/Dept:	

Employees will be set up as "E" vendors and matched with the employee record.

- "E" vendors may **only** be used for employment related reimbursement.
- Purchase orders are **required** for all employee reimbursements.
- "E" vendors may **not** be used to reimburse an employee for non-employment related items, i.e. parent refund, reimbursement of a child's textbook, overpayment of lunch money, etc.
  - These types of refunds/reimbursements should be paid using an "R" vendor.
- "E" vendors may **not** be used for payment of any type of goods or services.

"R" VENDOR REQUEST FOR REFUNDS OR REIMBURSEMENTS			
Legal Name:		Phone:	
Mailing Address:		City, State, ZIP:	

Refunds and Reimbursements will be set up as "R" vendors.

- A refund is issued when the district returns funds that have been collected.
- A reimbursement is when the district repays funds to an individual for a purchase/payment that was made on behalf of the district.
- If the refund or reimbursement is to a student, they must be set up and paid as an "S" vendor.
- Purchase orders are **required** for refunds and reimbursements.

"S" VENDOR REQUEST FOR STUDENT PAYMENTS			
Legal Name:		Phone:	
Mailing Address:		City, State, ZIP:	

Students will be set up as "S" vendors.

- Payments to students for scholarship and awards.
- Purchase orders are required for student scholarship/awards.
- If the refund is to a student, they must be set up and paid as an "S" vendor.

"O" VENDOR REQUESTS FOR "OTHER"			
Legal Name:		Phone:	
Mailing Address:		City, State, ZIP:	

- "O" vendors can only be used for the following:
  - Payments to other school districts
  - Conference or training registration
  - Association fees or dues
- A W-9 is **required** for all "O" vendor requests.

Requesting Campus/Dept. Section (required)			
Requestor's Name:	Campus/Dept:	Date:	
Business Office Use Only			
Entered By:	Vendor Type:	E / R / O / S	Date:

For employee use only.

Please contact the Business Office if you have any questions or need any additional information.