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EMPLOYEE VENDOR FORM

For Internal Use Only

This form is to be completed when adding an employee to the accounts payable vendor database - for Richmond Public Schools employees only. The form must be completed in its entirety.

Employee's Full Name: _____

Employee's Home Address: _____

Employee's RPS Assigned Email Address: _____ **@rvaschools.net**

Personal email addresses are not permitted since notification of deposit will only be sent to the employee's RPS assigned email account.

RPS Employee's ID # (6 Digits): _____

Under penalties of perjury, I declare that the information provided is true, correct, and complete to the best of my knowledge and belief.

Signature _____ **Date** _____

Telephone # () _____ Fax # () _____

Are you a current Richmond Public Schools employee? Yes No

Are you a retiree of Richmond Public Schools? Yes No