



Administration Building
PURCHASING DEPT
4801 9th Ave., Port Arthur, TX 77642
Phone #: 409.989.6264 \* Fax #: 409.983.1590

Form with checkboxes: NEW, Check Change, NAME, ADDRESS, PHONE, FAX, REVISED: Vendor #, OTHER

Vendor Addition/Information Form

Vendor Name: Est. Purchase Amt:

Order From Address: Remit To Address: (If different)

Phone #: Fax #:

Email:

SSN/TAX ID/EIN: Employee? YES NO

(W-9 form and/or SSN/TAX ID/EIN is REQUIRED to process this form)

Service(s) Provided:

Form with checkboxes: Athletic Contractor, Product(s) and/or service(s) not available from another source, Pre-Employment Requirements, Sole Source, Other

Form with fields: VENDOR #, ENTERED/UPDATED BY, DATE, Vendor Taxable?, W-9 Received and in System?

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Requested By:
Campus/Dept.:
Phone #/Ext.:
Date: