

**If you need a new vendor added to WESPac you do not need to fill out this form.  
Send the vendor a W9 & Taxpayer Information Sheet (TPIS) then forward W9 & TPIS to Tina.**

# VENDOR CHANGE FORM

**USE THIS FORM IF THE VENDOR IS CURRENTLY IN OUR WESPac SYSTEM**

Add a new address to a current vendor    or     Change a current vendor address

Building: Maintenance

Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Current Vendor Key (as it appears in WESPac): \_\_\_\_\_

Current Vendor Name (as it appears in WESPac): \_\_\_\_\_

New Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_ - \_\_\_\_\_

County: \_\_\_\_\_

Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Toll Free #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Fax #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Contact Name: \_\_\_\_\_

Website: \_\_\_\_\_                      Email: \_\_\_\_\_