



Public Schools of Edison Township

312 PIERSON AVENUE * EDISON, NEW JERSEY 08837
TELEPHONE (732) 452-4900 FAX (732) 452-4993

Bernard F. Bragen, Jr., Ed.D.
Superintendent of Schools

Ann Kluck
Assistant Business Administrator

VENDOR REQUEST FORM

To: **Accounts.payable@edison.k12.nj.us**

From: _____

Date: _____

Email: _____

Extension: _____

New Vendor

Name/Address Change

Before requesting a new vendor, PLEASE try to use an established state contract or bid awarded vendor.

REQUIRED DOCUMENTS:

1. W9
2. Business Registration Certificate
3. Affirmative Action Certificate
4. Political Contribution Form & Mandatory Language (if anticipated expenditures for the school year will exceed \$17,500.00)

Anticipated Amount for the School Year \$ _____

Current Vendor # (Name/Address Change) _____

Vendor Name: _____

Address (PO Box only is NOT acceptable) _____

Telephone # _____

Fax # _____

Email Address and Contact Name: _____

CHECK REMITTANCE ADDRESS

Nothing Less Than Excellence