



# Public Schools of Edison Township

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

**Edward Aldarelli, Ed.D.**  
Acting Superintendent of Schools

**Jonathan Toth**  
Business Administrator/Board Secretary

## 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. NJ Business Registration Certificate
3. Combined Certification: Prohibited Activities in Russia and Belarus & Investment Activities in Iran
4. Political Contribution Form & Mandatory Language (if anticipated expenditures for the school year will exceed \$17,500.00)
5. Affirmative Action Certificate (if anticipated expenditures for the school year will exceed \$44,000)

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: \_\_\_\_\_

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### CHECK REMITTANCE ADDRESS

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