



EDEN PRAIRIE SCHOOLS

New Vendor Request Form

Vendor Name

Requester - Name and Phone

Contact Name

Street Address

Street Address Line 2

City

State

Zip Code

Phone #

Fax #

Sales/Purchase Order Email Address

Accounts Receivable Email Address

Description of product/service

*******W-9 is required for all new vendor request. Please scan, attach and email along with any additional information or documentation that may be needed to process this request to the Purchasing Department at Darren_Nelson@Edenpr.k12.mn.us*******