

# VENDOR UPDATE

PUSD PURCHASING DEPT – INTERNAL FORM

DATE: \_\_\_\_\_

TO: PURCHASING DEPT.

REQUESTED BY: \_\_\_\_\_

RE: CHECK BELOW & ATTACH SUPPORTING DOCUMENTS

ADD NEW VENDOR

UPDATE EXISTING VENDOR FILE, "VENDOR" # \_\_\_\_\_

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Check attached supporting documentation: **REQUIRED**

VENDOR NAME CHANGE

VENDOR ADDRESS CHANGE (REMIT)

VENDOR ADDRESS CHANGE (BUSINESS)

VENDOR REMIT ADDRESS (CREATE)

CREATE NEW VENDOR

W9 FORM (COMPLETED/SIGNED COPY REQUIRED)

UPDATE VENDOR CONTACT DETAILS (PHONE &/OR EMAIL ADDRESS) \_\_\_\_\_

OTHERS, SPECIFY: \_\_\_\_\_

NOTES: \_\_\_\_\_

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