

## Lee's Summit School District Vendor Set Up/Change Form

Please select one: New Vendor \_\_\_\_\_ Change to Existing Vendor # \_\_\_\_\_  
(A new W9 is required for **both** new and existing vendors)

Name of Vendor \_\_\_\_\_  
(Name federal identification number is registered under)

D.B.A. Name: \_\_\_\_\_

Is this business owned wholly or partially by any LSR7 employee?  YES  NO

If yes, please list full name of employee: \_\_\_\_\_

Purchasing Address (address that should appear on purchase orders):  
\_\_\_\_\_

Remit to address if different from above:  
\_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail address \_\_\_\_\_

Payments accepted, check ALL that apply:  PO  Credit Card, is there a processing fee?  YES  NO

Accounts Receivable Email \_\_\_\_\_ Phone \_\_\_\_\_

Please check ALL that apply (Documentation is required):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Minority Owned   | <input type="checkbox"/> Small Business | <input type="checkbox"/> Local Business |
| <input type="checkbox"/> Section 8A       | <input type="checkbox"/> Woman Owned    | <input type="checkbox"/> HUB            |
| <input type="checkbox"/> Disabled Veteran |   |   |

Reason for vendor request:  
\_\_\_\_\_

If already BOE approved, please provide the approval date \_\_\_\_\_

Is this vendor providing a service? YES  NO

If yes, a Service Agreement **MUST** be included with the vendor request. Any services over \$15,000 will require BOE approval prior to vendor providing services. \*This process **must** be completed **prior** to services being rendered.\*

Is this vendor for software and/or licensing? YES  NO

If yes, you **MUST** have approval from both IT and Purchasing. Any purchases over \$15,000 will require BOE approval prior to purchasing.

*Please email the completed vendor entry form, vendor's W9 and E-Verify (when applicable) to [melissa.ross@lsr7.net](mailto:melissa.ross@lsr7.net). Please allow 5 business days for verification of Purchasing Procedures. Vendors will not be available for Purchase Orders or ezBIZ until this process is complete.*

New vendor requested by: \_\_\_\_\_ Date: \_\_\_\_\_