

**LAKEVIEW SCHOOL DISTRICT
NEW VENDOR FORM**

COMPANY OR INDIVIDUAL (CIRCLE ONE)

NAME _____

ORDERING ADDRESS _____

REMITTANCE ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

CONTACT NAME _____

PERSON REQUESTING VENDOR _____

BUILDING _____

*******BEFORE REQUESTING NEW VENDOR – ASK YOURSELF*******

Is this purchase a one time purchase? If so, can you use
Building credit card for purchase? (requires no vendor set up)

**Forward this form to the Business Office via interoffice mail or fax to 565-2408,
attention Brenda Ingraham.