



**EWING BOARD OF EDUCATION  
Vendor Request Form**

<b>NEW VENDOR</b>	
Vendor Name:	Vendor Type:
Address (1):	Phone:
Address (2):	Fax:
City, State:	Email:
Zip:	Website:
<b>Vendor Remit Address</b>	
Payor Name:	
Address (1):	
Address (2):	
City, State, Zip:	
<b>Required Vendor Information</b>	
W-9 – FEIN#	
NJ Business Registration Certificate	
Vendor Signed Purchasing Acknowledgement	
Political Disclosure Form (if applicable)	
State Contract # (if applicable)	
<b>Approval:</b>	

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

**Send to Lisa Rasaw – Purchasing Department**

Entered into CSI

## DIRECTIONS

**Step 1:** The person requesting the new vendor will fill out the following sections:

- New Vendor Information
- Vendor Remit Address

**Step 2:** The requestor must make all attempts to obtain the **REQUIRED VENDOR INFORMATION** located in the 3<sup>rd</sup> section of the form. If there are issues obtaining this information, they may contact Lisa Rasaw: PURCHASING DEPARTMENT for assistance.

**Note: Vendors cannot be added until all required information is obtained.**

**Step 3:** Sign form and send up to Lisa Rasaw – Purchasing Department for final approval and addition into the accounting system.