

Buckeye Schools New Vendor Request

PLEASE CHECK THE VENDOR LIST THOROUGHLY BEFORE COMPLETING THIS FORM.

Verify that the vendor is not listed as "Inactive". If Inactive contact Accounts Payable.

This request is:

- New Vendor
- Updated Vendor Information
- W-9 Request for Taxpayer Identification Number (must accompany ALL vendor requests)

Please email form and W9 to apayable@buckeyeschools.org for requested changes to be made. All information must be completed below in order for the vendor to be built or modified.

Vendor Address Information:

Primary Business Name:	
DBA (Doing Business As) Name:	
Address:	
City	
State:	
Zip Code:	
Phone:	
Email:	

Check Payable Name & Address :

Name:	
Address:	City:
State:	Zip Code:

Reason for request- *Please be specific as to why the vendor is new or changing to expedite:*

****Requested by:** _____ ****Date:** _____

Treasurer's Office Use Only:

- W9 Received Vendor Entered By:** _____
- New Vendor # Date Entered into USAS:** _____
- New Vendor #** _____

