

Here is an example of an email you can send when requesting the vendor application.

Feel free to copy and paste this as the body of your email and attach the vendor application.

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Good Day!

Stillwater Public Schools (SPS) is currently updating our vendor list and would appreciate your assistance in filling out the attached vendor application along with the W-9 form.

To ensure that your company information is correctly updated, please ensure attention is paid to the following areas.

- The W9 is dated within the one year of today's date.
- The W9 and vendor application is signed by a person that has the authority to sign on behalf of the company, such as the owner or designated officer/ employee.
- All questions in the Supplier Questionnaire section are answered.
- Include an explanation in your response email, if your company does not accept purchase orders and checked question #7 as NO.
- To ensure timely ordering and payment, make sure that the Purchase Order Contact Information and Remittance Information is completed.

Please email the completed application and IRS form W9 to the SPS Accounts Payable department at [billing@stillwaterschools.com](mailto:billing@stillwaterschools.com) at your earliest convenience. You may also use this email address for any other billing questions.

Thank you for your help and cooperation in this matter!