

Van Buren School District

New Business/Vendor Application

Business/Vendor Name: _____

Complete the attached IRS Form W-9. New vendors will not be set up without this form. Either a Social Security Number (SSN) or an Employer Identification Number (EIN) must be provided—**not both**. The W-9 must also be signed and dated.

Phone number: _____

Fax number: _____

Vendor Address:

Remittance Address: (if different)

Which address should appear on purchase orders? ☐ Vendor Address ☐ Remittance Address

Disclosure (To be completed by the business/vendor):

1. Does any school board member or employee of the school district have a financial interest in your business or hold a position as officer, director, trustee, partner or other top level management? Yes _____ No _____
2. Does any school board member or employee of the school district have a family relationship with anyone employed by your business? Yes _____ No _____

(If the answer is yes to either of the above questions, provide details in a separate attachment to this form.)

Business/Vendor's Signature: _____

By signing, the vendor agrees to accept a Van Buren School District purchase order as authorization to provide goods or services, and acknowledges that payment terms are Net 30 from the date of invoice or receipt of goods/services, whichever is later.

To be completed by VBSD:

Requested by: _____ Date requested: _____

Principal/Administrator's Signature: _____

Financial Officer's Signature: _____