Moss Point School District
New Vendor Information

The School District prefers that one of our current vendors is selected when you find that you will need to purchase goods and/or services. However, we recognize that this is not always possible; so, this is the paperwork required when a new vendor has been requested.

District Employees the information detailed on this form is required any time you use a new vendor. It is your responsibility to get the information.

Attn: New Vendor - All New Vendors: after completing this form, the information will be entered into our vendor database. It will be kept confidential and all information must be supplied in order to do business with Moss Point School District. Please complete the W-9 with included with this form and email to: EButler@mpsdnow.org

Site Requesting New Vendor Addition? → (If Applicable)		
Vendor 's Name		
Physical Address		
City, State & Zip Code		
Remittance Address If other than Physical		
City, State & Zip Code		
Phone Number		**EXT:**
Fax Number		
Vendor Accepts Purchase Orders?	☐ Yes ☐ No	
Vendor Accepts Orders By Email?	☐ Yes ☐ No	
		Email Address REQUIRED!
Vendor Federal Identification Number? (EIN/SSN)		
Vendor Operates as:	☐ Individual	☐Sole Proprietorship ☐Partnership ☐Corporation
Vendor Accepts Orders Online?	☐Yes ☐ No	
		Website Address
Completed W-9 Sent to Finance (or see attached)	☐ Yes	☐ No