

Pemberton Township Board of Education

Vendor Request Form

This form is only to be utilized when requesting new/inactive vendors to be entered. This form must be returned to vloehwing@pemb.org or kklco@pemb.org for review/entry for all PTBOE vendors including employees; when applicable.

Vendor's Full Legal Business Name:
DBA; if applicable:
Vendor's Street Address:
City, State, and Zip Code:
Vendor's Payment Address:
Contact Person:
Contact Number:
Vendor Email Address:
Additional Vendor Contact Details:

All vendors must provide either the below document or details to exemption status (i.e. non-profit).

- W-9 attached: ☐ Yes ☐ No
 - To Apply for a W-9 go to www.irs.gov
- NJ Business Registration Certificate attached: ☐ Yes ☐ No
 - To apply for a NJBRC call (609) 292-9292 or go online at www.nj.gov/njbgs

******* This section for internal use only. *******

1. If the above forms are required and not supplied, the vendor will not be added.
2. Should your selected vendor not have a W9 or BRC, the services should be reconsidered with a vendor that does.
3. Employees are exempt from required documents but must complete the form.
4. Complete the reason for the Vendor addition for consideration.

Reason for Vendor Addition:

By requesting a new/inactive vendor, it is understood that the ordering personnel have reviewed PTBOE current vendors and have found no current vendors carry the services or products to be procured or the products are costlier. By signing below, it is understood that the requirements of a vendor must be completed by law, prior to purchasing and/or receiving goods and services.

Supervisor/Designee Signature: _____