



For Internal Purposes Only

New Vendor Request Form

The proposed vendor's W-9 Form must accompany this form. This form is only required to be completed once but can be resubmitted if vendor information updates are necessary. After this form is completed and the W-9 is attached, it needs to be submitted to newvendors@hocking.edu. Upon approval, Fiscal Services will assign a Vendor Identification Number.

Requestor: _____

Vendor Name: _____

Vendor Contact or Sales Representative: Name, Phone Number, and Email

Vendor Address: _____

Remittance Address: _____

(If different from above)

Will vendor Accept a Purchase Order? _____ **Payment Terms?** _____

Do you have a relationship with the vendor or sales Rep? _____

Is the Vendor on State Contract? _____

Find out here <https://das.ohio.gov/buying-and-selling/procurement-services>

If not, is there a State Contracted Vendor who could meet this need?

Business purpose of transaction: _____

Estimated Cost: _____

Funding Source: (Circle One) Grant Funds College Funds Other Funds (describe below):

X _____

Fiscal Approval

Date

X _____

President Approval

Date