

# 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](mailto:newvendors@hocking.edu). Upon approval, Fiscal Services will assign a Vendor Identification Number.

**Requestor:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Vendor Contact or Sales Representative:** Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**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://procure.ohio.gov/proc/currentContracts.asp>

**If no, is there a State Contracted Vendor who could meet this need?** \_\_\_\_\_

**Business Purpose of transaction:** \_\_\_\_\_

X \_\_\_\_\_ X \_\_\_\_\_

**Fiscal** \_\_\_\_\_ **Date** \_\_\_\_\_ **President** \_\_\_\_\_ **Date** \_\_\_\_\_