

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 _____

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: _____
