

To: Banner End Users (11)

From: Procurement and Contracting

Subject: Required Documents to Enter New Vendor

b _____: End Users should complete and submit this form with all new vendor's W-9 and Business Registration Certificate (BRC), if applicable to "Purchasing". The W-9 should be filled out, signed and dated in accordance with IRS records.

Requesting Department & End Users Name: _____

Dollar Amount Spending: \$ _____ Refund Only: \$ _____

Purpose (*Highlight option below):

*Service (Under \$3,000) *Candidate *Attorney *Doctor *Speaker/Honorarium

*Official/Coach/Mascot –