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### New Vendor Request Form

All required forms (IRS W9 or W8 and Conflict of Interest) to be completed by the vendor must be attached to the subject request.

**Form W-9:**

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

**Conflict of Interest:** <https://www.ethics.state.tx.us/forms/CIQ.pdf>

**Vendor Type (must check one)**

**Form W-8 or Certificate of Foreign Status**

Individual/Sole Proprietor

All Foreign Company/Individuals

All Corporations

Employer Identification # or Social Security # as provided on the Form W-9: \_\_\_\_\_

Vendor Name as provided on the Form W-9 or W-8: \_\_\_\_\_

Remittance Address as provided on the Form W-9 or W-8:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose for New Vendor: \_\_\_\_\_

\_\_\_\_\_

Estimated Dollar Amount \$\_

COM Employee Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

COM Employee Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Department Name & Department #: \_\_\_\_\_

Budget Manager Approval: \_

Date: \_

**When completed, forward the request and the required forms to the Purchasing Department.**

Receiver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Vendor Entered into System: \_\_\_\_\_ Vendor #: \_\_\_\_\_ Initials: \_\_\_\_\_