



New Vendor Request Form

All required forms (IRS W-9 or W-8 and Conflict of Interest) to be completed by the vendor and must be attached.

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)

Individual/Sole Proprietor

W-8 or Certificate of Foreign Status Required & Attached

All Corporations

All Foreign Company/All Corporations Individuals

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 \$ _____

Employee Contact Name: _____ Phone #: _____

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: _____