

**POLICY TYPE:** Business and Finance  
**POLICY:** Purchasing – Vendor Request Form  
**DATE ADOPTED:**  
**ADOPTED BY:**  
**REVISED DATE:** Sept. 16, 2014  
**REVIEWING COMMITTEE:** Fiscal & Business Affairs  
**RELATED POLICIES:**



**POLICY NUMBER:**  
**OFFICE RESPONSIBLE:** Business and Finance  
**REVIEW CYCLE:**  
**EFFECTIVE DATE:** July 1, 2014  
**LAST REVIEWED:**  
**RELATED LAWS:**

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## I. PURPOSE

To establish a procedural approval process and standardize requests for new vendors or changes to existing vendors; to maintain accurate vendor EIN and taxpayer information in the College's vendor database, and to ensure accurate reporting of taxpayer/1099 data to the IRS and other federal and state agencies; to define the process for requesting a new vendor or change to an existing vendor.

## II. PROCEDURE(S)

### A. To Search for an Existing Vendor

Follow the requisition entry procedure in DPS at the vendor prompt to search a vendor by alphabetical name. If the vendor is not currently available in the POISE Vendor Database, follow the process outlined below for requesting a new vendor.

### B. To Request a New Vendor

1. From the College's Purchasing webpage, complete ONLY the highlighted areas of Sections A, B, C, and D of the Vendor Authorization Form. NOTE: If the vendor remit-to address is different than the address to which PO's are sent, the **Remit-to** information in Section C must be completed.
2. Fax or e-mail the completed Vendor Authorization Form to the Purchasing Department at 501-812-2393 fax or [ptcpurchasing@pulaskitech.edu](mailto:ptcpurchasing@pulaskitech.edu).
3. Once the Vendor Authorization Form has been reviewed and approved, the Purchasing Department will obtain a current, completed IRS Form W-9 from the vendor.
4. The new vendor will be entered into the POISE vendor database. The contact person requesting the vendor will be notified via e-mail of the new vendor ID.

### C. To Request Changes to an Existing Vendor

1. Locate the current vendor ID in the POISE vendor database.
2. Determine what information needs to be changed, added or removed. Complete the Vendor Authorization Form indicating the vendor ID and the new information. Be sure to check the '**change**' box in Section A of the form.
3. If the vendor has a new address, name change or other information, submit as a New Vendor Request rather than a Change to an Existing Vendor.
4. Once the changes have been approved and verified, the Purchasing Department will obtain a current IRS Form W-9 from the vendor.

## III. PROCEDURE GUIDELINES

- A. Obtain the complete order and remit-to address information from the vendor prior to requesting a new vendor.
- B. Type the information into the Vendor Authorization Form. Due to the financially sensitive nature of vendor information, hand-written forms are not acceptable.
- C. The Description of Desired Goods or Services is required for all new vendor requests.

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- D. Multiple new vendor requests should be completed individually with all documents attached in one submission.

**IV. RELATED FORMS AND DOCUMENTS**

Vendor Authorization Form, IRS Form W-9

**APPROVAL**

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Vice President for Finance/CFO

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Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date