

Pulaski Technical College
Vendor Authorization Form

PULASKI TECHNICAL COLLEGE	
Vendor Authorization/Change Form (to be completed by PTC employees only)	
This form is to be used when requesting either a new vendor or changes to an existing vendor. <u>A current IRS Form W-9 is required and will be obtained by the Purchasing Department.</u>	

SECTION A

<input type="checkbox"/> New	<input type="checkbox"/> Change	DPS Vendor ID:	Date:
Vendor Name:			Federal Tax ID (required):
W-9 Taxpayer Name (if different from above)			<input type="checkbox"/> TIN/EIN <input type="checkbox"/> SSN

SECTION B

Purchase Type: <input type="checkbox"/> Goods <input type="checkbox"/> Services <input type="checkbox"/> Performer <input type="checkbox"/> Speaker/Lecturer <input type="checkbox"/> Other: _____
Does vendor require contract? If Yes, please attach copy. <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Desired Goods or Services:
Is the vendor an AR minority-owned business? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is the vendor certified through the Arkansas Economic Development Commission? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide AEDC MBE Certification Number: _____

SECTION C

Purchase Orders				<input type="checkbox"/> remit-to address is the same as PO address	<input type="checkbox"/> send 1099 to this address
Address Line 1					
Address Line 2					
City	State	Zip Code			
Contact Name	E-mail				
Phone	Fax				
Remit-To					
Address Line 1					
Address Line 2					
City	State	Zip Code			
Contact Name	E-mail				
Phone	Fax				

SECTION D

PTC Contact (required) - E-mail notification of vendor will be sent to this contact			
Name	Phone		
Department	Fax		
E-mail			

SECTION D - PURCHASING DEPT. ONLY

Date Received:	W-9 contact	
Notes:	Phone	
	Fax	