

To: Banner End Users (11)

From: Procurement and Contracting

Subject: Required Documents to Enter New Vendor

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**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 –