



Rittman Ex. Village School District



Orrville City School District



Southeast Local School District

## New Vendor Request

This form should only be used for the following: 1) Vendor is not in the system 2) updating vendor information.

**PLEASE CHECK THE VENDOR LIST THOROUGHLY BEFORE COMPLETING THIS FORM.**

\_\_\_ W-9 Request for Taxpayer Identification Number (must accompany all new vendor requests)

Vendor Address Information

Check Address if Different

Name:	
2 <sup>nd</sup> Name:	
Address:	
2 <sup>nd</sup> Address:	
City:	
State:	
Zip Code:	

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

Requested By \_\_\_\_\_

### FOR TREASURERS OFFICE USE

S.A.M. Excluded Parties \_\_\_\_\_ Auditor of State Finding for Recovery \_\_\_\_\_

Treasurer Approval: \_\_\_\_\_ Vendor # \_\_\_\_\_

Entered \_\_\_\_\_ W-9 attached \_\_\_\_\_