



Finance Office
355 High Street, UNIT B
Willimantic, CT 06226
(Fax) 860-465-2325
Accountspayable@windham.k12.ct.us

New Vendor Information Form

This form and the attached W-9 MUST be filled out and submitted before we can add your company to our vendor file. Please return to the email address or fax number listed above. **Please type or clearly print all information as to avoid any misinterpretations. See additional notes below.**

Purchase orders are required for ALL purchases. No school district employee is authorized to place an order for merchandise or services without a printed or an electronically distributed purchase order. The School District is not obligated to pay for any goods or services that have not been authorized by a purchase order.

Company Name: _____

Address: _____
(For purchase orders)

Contact Name: _____

Phone: _____

E-mail Address: _____

Detailed Description of Business Services/Products (Software purchases must be approved by IT for compatibility)

Billing Information (if different from above)

Remit to Name: _____

Address: _____

Phone: _____

Social Security # or TIN #: _____ Gender: _____ Owner Ethnicity: _____

Vendor is a: Sole Proprietor Partnership Corp. Foreign Business/Person (NRA) Non-Profit LLC*

Are you a relative of a Windham Public Schools employee?

* For 1099 purposes - If you chose LLC please specify if the IRS classifies you as a sole proprietor, partnership or corporation.

NOTE: If any of the above information changes, please notify the Purchasing & Accounts Payable Department.

Please submit a completed W-9 form; [Click here for form.](#)