

**VAN VLECK INDEPENDENT SCHOOL DISTRICT
BUSINESS & FINANCE / PURCHASING
VENDOR REQUEST FORM**

**FOR VVUSD USE ONLY
NOT TO BE COMPLETED BY VENDOR**

Company/Payee Name:
Address:
City/State/Zip:
Phone Number (toll-free if available):
Fax Number (toll-free if available):
Company's Federal Tax ID or Individual's Social Security # (<u>required; obtain from vendor</u>):
Contact Name:
Email Address:
Company Website:

SERVICES: IRS W9 forms are to be requested from vendors providing a service. The link to this form is on the website.

It is understood that if requested information is not provided, request may be returned which may delay or negate vendor approval.