

Avondale School District Request for New Vendor

This form is to be filled out by any person wishing to add a new vendor. This form must be completed and forwarded to Susan Adams in the Purchasing Department (susan.adams@avondaleschools.org) before a new vendor will be added. Incomplete forms will not be processed. Please allow adequate time for processing as all vendors will be required to complete an IRS Form W-9 and a vendor registration form prior to being considered for acceptance.

Requestor Information	
Name: _____	Phone Number: _____
Building: _____	Date: _____
Reason for New Vendor:	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>

Vendor Information	
Company Name: _____	
Address: _____ _____	
City: _____	State: _____ Zip: _____
Contact Person: _____	
Phone Number: _____	Fax Number: _____
Email: _____	

Avondale School District Purchasing Department Use Only	
Request Received: _____	APPROVED
Registration sent to Vendor: _____	
Vendor Registration & W-9 Received: _____	DENIED