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| <b>Subject: New Vendor Forms (W-9 and Vendor Survey Instructions)</b> | Author: Kerry Kohl                     |
| Effective Date:   | Last Review Date:                      |
| Last Revision: January 26, 2009                                       | Revised By:                            |
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| Approved By: Susan Magness  | Page 1 of 1                            |

W-9 and Vendor Survey Forms are required for all new vendors, except refunds/reimbursements for individuals and employees.

Before vendors can be approved, the W-9 and Vendor Survey Forms will need to be submitted to the Controller's Office. They can be faxed to 852-8228 or sent via campus mail to the Controller's Office, Attn: Amanda Sisco.

The Vendor Database Administrator in the Controller's Office will review and approve all new vendors after these forms are received, in cases of PO-related purchases. Individuals and/or 1099 vendors will be approved once all applicable paperwork has been received in the Controller's Office (i.e. the disbursement or travel voucher, or a description of what is being purchased on the PO). In cases of foreign vendors, please contact the Vendor Database Administrator via phone or e-mail after the vendor has been entered to request that the vendor be approved.