

Request for New Supplier

Please complete this form **before** submitting a requisition in PeopleSoft, if the Supplier is not already in the system. **Email to Director of Purchasing.** Director will review and either have the new Supplier entered and provide you with the Supplier ID #; or give you direction on how to proceed.

Please type email subject line as follows: New Supplier ID Requested – (vendor name)

Evaluating a New Supplier may take up to 3 weeks. Please plan ahead.

Date Submitting:	
Name of Person submitting form:	
Supplier Name:	
Street Address:	
City:	
State:	
Zip Code:	
Telephone:	
FAX #:	
Email Address for Order Placement:	
Website (if known):	
Supplier Contact Name with Phone and/or Email:	
If purchase total exceeds \$10,000.00, must provide chartstring	
What is being purchased or service requested and any additional comments:	**ATTACH QUOTE/ORDER FORM/OTHER PERTINENT DOCUMENT**