

NEW VENDOR APPROVAL FORM

Enclosed with this document is a W-9 Form. IRS Regulations require that a valid and current W-9 Form be on file for all vendors that do business with Naples Central School District. The instructions to complete the W-9 Form, if needed, may be found on the internet at the following <http://www.irs.gov/pub/irs-pdf/fw9.pdf>



Naples Central School District
136 N. Main St
Naples, NY
USA
14512
Phone: 585-374-7900
Fax: 585-374-8797
www.naplescscsd.org

Vendor Information

Date:

Vendor Name:

Contact Name:

Address:

City:

State:

Zip Code:

Tax ID#:

Phone Number:

Fax Number:

Vendor Email:

Vendor Website:

Remit Name:

Remit Address:

Remit City:

Remit State:

Remit Zip:

Vendor Accept Purchase Orders?

Requestor Name:

Sole Source:

Is the vendor the only provider of the goods/services being purchased? Y/N

If not a sole source vendor, rationale for vendor selection:

Purchasing Agent Action:

☐ New Vendor Approved

☐ New Vendor Addition Denied

Purchasing Agent

Date

If denied, reason for denial: