

REQUEST TO ADD NEW VENDOR OR CHANGE EXISTING VENDOR
(ALL INFORMATION REQUIRED FOR VENDOR TO BE ENTERED INTO WINCAP)

NEW: _____ REQUESTING LOCATION: CET _____
PVC _____
CHANGE: _____ CHHS _____
D.O. _____

VENDOR # _____ REQUESTOR NAME: _____

THE ABOVE INFORMATION IS TO BE COMPLETED BY THE REQUESTING LOCATION ONCE W-9 FORM IS RECEIVED

Reviewed by: _____
(Please print name)

Signature of reviewer: _____

Date: _____

THE ABOVE INFORMATION IS TO BE COMPLETED BY THE DISTRICT OFFICE ONCE FORM AND W-9 FORM ARE RECEIVED

To the vendor: Please complete this form and submit a W-9 form with EIN or Social Security #.

DATE: _____

VENDOR NAME: _____

VENDOR ADDRESS: _____

REMIT TO ADDRESS (IF DIFFERENT): _____

VENDOR PHONE: _____ VENDOR FAX: _____

VENDOR EMAIL: _____ VENDOR WEBSITE: _____

VENDOR IS: CORP./INC. _____ PC _____ LLC _____ INDIVIDUAL _____ PARTNERSHIP _____

VENDOR SERVICE/PRODUCT: _____

(Please continue to page 2)

Please answer all questions completely. If the answer to any question is "Yes", please identify all of the entities and individuals involved by name, as well as their addresses, phone #, and email address. Also identify the bullet or bullets in the related question.

- 1) Have you or any related party of yours had a material interest, direct or indirect, in any of the following transactions or pending transactions to which the Croton-Harmon School District was, or is to be, a party?

	YES	NO
Sale, purchase, exchange, or leasing of property?	___	___
Receiving or furnishing foods, services, or facilities?	___	___
Transfer or receipt of income or assets?	___	___
Maintenance of bank balances as compensating balances for the benefit of another?	___	___
Other transactions?	___	___

- 2) Have you or a related party of yours been indebted to or had a receivable from the Croton-Harmon School District at any time. Please exclude amounts due for ordinary travel and expense advances?

Yes _____ No _____

- 3) Have you or any related party of yours had any material interest, direct or indirect, in any transactions or in any pending or incomplete transactions, to which any pension, retirement, savings, or similar plan provided by the Croton-Harmon School District was, or is to be, a party? Do not include payments to a plan or payments by the plan made pursuant to the terms of the plan.

Yes _____ No _____

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Date: _____

Name: _____
 (Please print)

Signature: _____

Title: _____