

| Business Office Use Only |      |          |
|--------------------------|------|----------|
| W-9                      | 1099 | Vendor # |

## Vendor Add/Change Request Form

Forward via Intra-Office Mail or Email

To: Business Office - Purchasing      From: \_\_\_\_\_  
[lydia.lerma@robstownisd.org](mailto:lydia.lerma@robstownisd.org)

Vendor Request      Add:       Change:

Vendor Procurement Method  
 ESC2  BuyBoard       TCPN        
 DIR  Sole Source       Other: Please List     

\*Must select one method and attach supporting documentation

Purchasing Category or Items Requested (What will be purchased? I.e. Office Supplies):

\_\_\_\_\_

Vendor Data:      Social Security No.      \_\_\_\_\_      Federal Tax ID No.      \_\_\_\_\_

Name \_\_\_\_\_  
 \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Vendor Remit Data (if different than above)  
 Name \_\_\_\_\_  
 \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

For all new vendors, a W-9 Form must be submitted along with this form in order for the vendor to be setup.