

## Vendor Addition Form

Complete this form to add a new vendor to Financial Edge accounting system. When completed email this form and W-9 or W-8 to Accounts Payable email address listed below. An IRS W-9 or W-8 form is required with this form before the vendor can be added to the accounting system. You will be notified when the vendor has been added to the accounting system.

- **Required Field**

- Vendor Name

*Legal Name - no abbreviations, aliases, or nicknames*

- Street Address

- Contact Name

- Street Address Line 2

- Email Address

- City

- Phone Number

- State

- Web Site

- Zip Code

- Country

### Ownership of For Profit Businesses (General Assembly Mandated Requirement)

Minority Owned Business  Yes  No

Asian/Pacific Islander

African American

Native American

Hispanic / Latino

Middle Eastern

Woman

Persons with Disabilities

- Type of Business \_\_\_\_\_

• Requestor \_\_\_\_\_ • Extension \_\_\_\_\_ • Date \_\_\_\_\_

• Purpose of Payment \_\_\_\_\_ *i.e., reimburse expenses, contract payment, etc..*

• Accounts Payable Email [terri.milburn@pcusa.org](mailto:terri.milburn@pcusa.org) [janeen.lush@pcusa.org](mailto:janeen.lush@pcusa.org)