

**PROCEDURE**

Effective Date: 5/21/07

Approved By: Vice President George Pierce

Authority: POL-U5320.12 - Creating and Maintaining  
Customer and Vendor Information

Cancels:

See Also

**PRO-U5320.12B**

**CREATING VENDOR RECORDS**

Action by:

Accounts Payable  
Accounts Receivable  
Purchasing  
Student Accounts  
Facilities Management  
Financial Managers

Accounting Services  
Vendor Maintenance

Action:

1. **Contacts** Accounting Services when invoice or purchase order arrives with no vendor ID number in system.
2. **Provides** Accounting Services with copy of invoice or order form containing contact information and written request for W#.
3. **Researches** and **determines** whether vendor/customer is in system.
  - a. If vendor/customer is not in system, mails or faxes W-9 for completion.
  - b. If vendor/customer is in system, informs requesting department of W#.
4. **Receives** completed W-9 back from vendor/customer.
5. **Creates** vendor/customer in system and informs requesting department of W#.
6. **Files** documentation for creation of W#.