Procurement Services
Lucas Administrative Center 617
Nunn Drive
Highland Heights, KY 41099
(859) 572-5265 FAX (859) 572- 6995

EMPLOYEE/INDIVIDUAL/STUDENT VENDOR SETUP FORM

Department requesting setup: _____ **Dept. Head Signature:** _____

Vendor Type

NKU Employee ☐
Individual ☐
Student ☐

Vendor Payment Classification

Please Select

PRINT FORM RESET FORM SUBMIT FORM

If "other" please provide description: _____

Please use one form per vendor type/payment classification.

NAME	ADDRESS	CITY	ST	ZIP	SOCIAL SEC. #	U.S. CITIZEN?		VENDOR NUMBER
						YES	NO	
						○	○	
						○	○	
						○	○	
						○	○	
						○	○	
						○	○	
						○	○	
						○	○	
						○	○	
						○	○	
						○	○	
						○	○	
						○	○	
						○	○	
						○	○	