



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

VENDOR SETUP REQUEST FORM

Please fill out the form below and obtain the appropriate signature from your department head to initiate the setup process for this vendor. Procurement Services will work with the vendor to get the other additional documentation required for setup in SAP. Once signed this form can be faxed to the number above or emailed to purchasing@nku.edu.

For individual vendors or student reimbursement/awards, please be sure to include social security number and signature of the individual/student certifying the accuracy of the information.

NKU Department/contact requesting setup:

Vendor type:

For NKU faculty/staff vendors, please provide employee ID #:

VENDOR NAME AND ADDRESS

Name of Firm (Company or Individual)*			Phone Number*
Address*			Fax Number*
Address (additional)			Vendor E-mail
City*	State*	Zip*	Vendor Representative
Type of work/services provided:		Social Security Number (for individual vendors)	

 NKU Department Head Signature
Please note, vendor cannot be setup without this signature.

 Procurement Services Approval

Certification (for individual vendors)

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct social security number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined in W9 instructions), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

 Signature of U.S. person (individual vendor)

 Date