

BLOOM TOWNSHIP HIGH SCHOOL DISTRICT 206

NEW VENDOR FORM

NOTE: This form must be completed thoroughly by a District 206 employee.

Date: _____ To: _____

From: _____ Re: _____

Vendor Name

Vendor Address

Vendor Phone

Vendor Email and Website

What type of service will the vendor provide?

Are there existing vendors who would be used for the same purpose? If yes, please explain.

Is Vendor certified as a Minority/Women Business Enterprise "MWBE"?

Yes No If Yes, provide CERTIFICATION #:

Why did you choose this vendor?

How will this expenditure be paid?

Local Specify if grant:

What is the expected annual expense for this vendor?

\$

You must attach a completed IRS Form W-9.

Building Administrator's signature: _____ Date: _____