



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Financial Services/Purchasing  
Issue/Revision Date: 12/01/2017

## **Vendor Registration**

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Policy:

Representatives of interested vendors are encouraged to send a cover letter, fax or catalog describing the products or services your company provides, along with appropriate contact information and a request to be added to our database. A completed company W9 and Vendor Maintenance form should also be provided.