

**GREAT MEADOWS REGIONAL SCHOOL DISTRICT BOARD OF EDUCATION  
NEW VENDOR REQUEST FORM**

**Forward Completed Form and Documents to Amanda Kinney, Accounts Payable**

**Please make every effort to use an already approved vendor in our accounting system.**

**Name of Requester:** \_\_\_\_\_

**School/Department:** \_\_\_\_\_

**Why this vendor and what, are you buying?**

\_\_\_\_\_  
**Anticipated yearly expenditure with this vendor:** \$ \_\_\_\_\_

**Vendor Name and PO Mailing Address:**

**Name:** \_\_\_\_\_

**Street:** \_\_\_\_\_

**City, State/Zip:** \_\_\_\_\_

**Vendor Remit Address if Different from Mailing Address:**

**Name:** \_\_\_\_\_

**Street:** \_\_\_\_\_

**City, State/Zip:** \_\_\_\_\_

**Vendor Contact Information:**

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Please attached required documents, depending on the aggregate threshold based on the entire year of anticipated spending:**

<b>Under \$6,600 Threshold</b>	<b>NJ Business Registration Certificate (if available), W-9, and quote</b>
<b>\$6,600 - \$17,499 Threshold</b>	<b>NJ Business Registration Certificate, W-9 and 2<sup>nd</sup> quote</b>
<b>\$17,500 - \$43,999 Threshold</b>	<b>NJ Business Registration Certificate, W-9, C271 Political Contribution Disclosure Form, Affirmative Action Certificate and 2<sup>nd</sup> quote.</b>

**Any individual vendor that will be working with students will need to be vetted by our Human Resources Department.**

**In addition to the above, all Construction vendors will also need DPCM Classification, Public Works Contractor's Registration Certificate, and Disclosure of Investment Activities in Iran Form. Please verify expiration dates of the documents to make sure the dates will cover the timeframe of the project or service.**

**Please indicate, if applicable, any type of NJ State Contract or Cooperative Purchasing Consortium. Print and attach a copy of the actual bid information sheet found on their corresponding website:**

**NJ State Contract Title and #** \_\_\_\_\_

**Cooperative Purchasing Consortiums Bid #** \_\_\_\_\_

**Ed Data Time and Material Vendors Bid #** \_\_\_\_\_

**FOR ACCOUNTS PAYABLE USE ONLY**

**VENDOR #** \_\_\_\_\_

**DATE ENTERED** \_\_\_\_\_

**APPROVED BY** \_\_\_\_\_