



New Vendor/Entity Request

ROUTING
Fax Only
575-646-3736

Instructions: Use this form to request establishment of an individual or entity not currently in Banner in order to issue a payment. This form must be completed and supporting documentation attached (if applicable) and forwarded to Procurement Services by secure fax to 575-646-3736. This form **CANNOT** be emailed or mailed because there may be confidential information attached. The requesting department must complete this form **NOT** the individual or entity.

SECTION 1: DEPARTMENT CONTACT INFORMATION

Name: _____ Date (mm/dd/yyyy): _____

Phone: _____ Email: _____

Department: _____ College/Division: _____

SECTION 2: PAYMENT TYPE INSTRUCTIONS (check only one)

Payment to vendor not in banner, for the purpose of purchasing tangible goods or services. **Complete Section 3 Only and Submit.**

Taxable payment to individual not in Banner. Includes payments for Honorarium, Participant Stipend or Allowance, Award, or Consignment Sales through a Direct Pay Request. The required documentation **MUST BE** completed by Payee and attached this form (**DO NOT complete Section 3**):

- Domestic – W-9 form
- Foreign – W-8BEN-E, Form 8233, Passport, U.S. Visa Copy, I-94

Reimbursement or refund to individual not setup in Banner: provide the following information. **DO NOT complete Section 3.**

Individual's Legal Name: _____

Remit to Address: _____ City: _____ State: _____ Zip: _____

Briefly describe what the individual/vendor is doing to receive the payment:

SECTION 3: VENDOR INFORMATION

Vendor Business Name: _____ Aggie ID (if applicable): _____

Contact First Name: _____ Contact Last Name: _____

Contact Email: _____ Contact Phone: _____

SECTION 4: PROCUREMENT SERVICES USE ONLY

Processed by: _____ Date: _____

Reset