



**Northwest Regional Education Service District  
Vendor Request**

**Form 23**

- New Vendor  
 Change to Vendor Info

**NOTE: FORMS MUST BE TYPED IN ORDER TO BE PROCESSED. W-9 REQUIRED FOR ALL NEW NON-EMPLOYEE VENDOR SET UP REQUESTS**

<b>Requestor</b>	<b>Site</b>	<b>Date</b>

**STEP 1**

**Before submitting a new vendor request, Verify that a suitable vendor is not available on our Vendor Maintenance list in IVisions.**

**Please check the box indicating why you are requesting a new vendor:**

This vendor offers a service that no other vendor on our approved vendor list provides  
**Explain:**

Other:

**STEP 2**

Please Complete all **\*Required Information and** check the box indicating the type of vendor

- Business                                   **\* Federal Tax ID #** \_\_\_\_\_  
 Independent Contractor               **\* YOU MUST ATTACH A CURRENT VALID CONTRACT**  
 Employee

**Vendor Address**

**\* If you are making a change to current vendor information - put the new address information here.**

<b>* Vendor Name</b>			
<b>* Address</b>			<b>* City</b>
<b>* State</b>	<b>* Zip</b>	<b>* Phone</b>	<b>Fax</b>

**Vendor Remittance Address (If Different than the Main Address)**

<b>* Vendor Name</b>			
<b>* Address</b>			<b>* City</b>
<b>* State</b>	<b>* Zip</b>	<b>* Phone</b>	<b>Fax</b>