



**BUSINESS OFFICE**  
**PURCHASING DEPARTMENT**  
One University Place, 4<sup>th</sup> Fl. .  
Irvington, New Jersey 07111 . (973) 399-6800 . Fax (973) 372-0625

**VENDOR INPUT FORM**

DATE: \_\_\_\_\_

REQUESTING LOCATION (*Required*): \_\_\_\_\_

REASON FOR REQUEST (*Please be specific*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

INDIVIDUAL NAME: \_\_\_\_\_

IF EMPLOYEE, PLEASE CHECK

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

**The following documents are required and must be attached and submitted with this form:**

- **Vendor's Form W-9**
- **New Jersey Business Registration Certificate**
- **Prohibited Activities In Russia And Belarus & Investment Activities In Iran form**

Please email this form back to Purchasing at: [purchasing@irvington.k12.nj.us](mailto:purchasing@irvington.k12.nj.us)

Note: Based on the amount of purchase, additional documentation may be required

-----**FOR OFFICE USE ONLY**-----

1099 REQUIRED:                      Yes \_\_\_\_\_                      No \_\_\_\_\_

Reason: \_\_\_\_\_                      Approved for Entry By: \_\_\_\_\_