



BUSINESS OFFICE PURCHASING DEPARTMENT

One University Place, 4th FL.
Irvington, NJ 07111 • P (973) 399-6800 • F (973) 372-0625

VENDOR INPUT FORM

DATE: _____

REQUESTING LOCATION: _____

REASON FOR REQUEST (*Please be specific*):

APPROXIMATE AMOUNT TO BE SPENT: _____

COMPANY NAME: _____

CONTACT/INDIVIDUAL'S NAME: _____

IF EMPLOYEE, PLEASE CHECK

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER _____ EMAIL _____

The following documents are required and should be submitted with this form:

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

Please email this form and supporting documents to the Purchasing Department at: purchasing@irvington.k12.nj.us

***Please note: Based on the amount of the purchase additional documents may be required.**

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

1099 REQUIRED Yes No

Reason: _____

Approved for Entry By: _____