



UNIVERSITY
OF
EVANSVILLE

Civic Mission... Sacred Trust

1800 Lincoln Avenue ♦ Evansville, IN

47722

URGENT VENDOR RESPONSE REQUESTED

**Order Pending!
Please Fax Response Immediately!**

Attention Vendor:

Attachments: 1. Vendor Verification Form
2. Federal Tax Identification Number & Certificate (W-9)

Your response is requested **no later than 24 hours after receipt.**

The University of Evansville has converted to a new financial system called Datatel and we need your assistance. To protect the integrity of our new system, we are asking vendors to provide us with current information that will allow us to expedite the process of future purchase orders, payments and other contacts with your company. This information is required in our new system for future order placement and payment. Please focus on providing complete information and **fax your response to (812) 488-2746 within 24hrs.**

Sincerely,

University of Evansville
Purchasing Department
Phone: (812) 488-2941
Fax: (812) 488-2746



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Please return a **completed Federal Tax Identification Number and Certificate (W-9)** and the following **Vendor Verification Form within 24 hours via fax (812) 488-2746.**

**Urgent! Order Pending
Please Fax Response ASAP**

Attention Vendor:

Section A: Order Placement

Vendor Name: _____

Division: _____

Order Address: _____
City State Zip

Order Phone: _____ Fax: _____

Order Web Address: _____

Sales Contact Name: _____ Phone: _____

Sales Contact Email: _____ Fax: _____

Section B: Payment

Payable Name: _____

Payable Address: _____
City State Zip

Payment Terms: _____

FOB (Shipping Terms): Destination Shipping Point

Federal Tax Identification #: _____ (Complete attached W9 certificate)

Do you accept MasterCard Credit Card payments? Yes No

Check the attributes that apply:
 Small Business Woman Owned Minority Owned