



Attention Vendor: Please submit the following documents:

- 1) Complete **Vendor Verification Form** (below)
- 2) Valid **Federal Tax Identification Number/Certificate (W-9)** within 24 hrs. to:

Purchasing at (812) 488-2746

Accounting & Audit at (812) 488-2320

VENDOR VERIFICATION FORM

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

Payee Name: _____

Same as Order Placement Vendor Name above

Payee Address: _____
City State Zip

Same as Order Address above

Payment Terms: _____

FOB (Shipping Terms): Destination Shipping Point

Federal Tax Identification #: _____ (Provide copy of W-9 certificate)

Dun & Bradstreet #: _____

Do you accept MasterCard Credit Card payments? Yes No

Do you accept Direct Deposit payments? Yes No

Check attributes that apply (**Please provide copies of each certification.**): Not Applicable

Small Business Woman Owned Minority Owned Disabled Veteran

Green Owned LGBT Owned Disabled Owned Veteran Owned

For additional UE Supplier Diversity information contact UE Diversity & Equity Officer at 812-488-2413, email at lw161@evansville.edu or visit <http://www.evansville.edu/offices/diversity>.