



NEW VENDOR REQUEST FORM

MILFORD PUBLIC SCHOOLS

The purpose of this form is to communicate district requirements for **New Vendor Selection**, to assist you in the selection process, and to streamline data entry. If we can assist you in any way or answer questions you may have regarding this process please call Terri Deveny in the Business Office at (203) 783-3440.

1

Vendor Selection Considerations:

- Does the vendor accept P.O.'s? If not, are you willing to cover the cost and get reimbursed?
- What are the vendor's payment terms? Our payment terms are Net 30 days.
- How do they ship their products (FedEx, UPS, USPS, Trucking Company)?
- Do they require a credit application? If so, this may delay processing your request.
- How did you find out about this vendor (referrals, advertisement)?

2

Purchase Considerations:

- Do they offer the best value for your dollar (price/quality)?
- Is the order from a catalog?
- Is the price correct (from a current catalog)?
- Is the product in stock or will you be willing to wait?
- Did you add shipping charges to the total?

3

All of the following information is required by our system to process your new vendor request:

Name/Location of person making request:

Name of Vendor	
Address Line 1	
Address Line 2	
City	
State/Zip	
Remit Address (If applicable)	
Remit Address Line 2	
Phone/Ext.	
Fax	
Email	
Federal Tax ID Number	
SS Number (Individuals)	

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