



STUDENT ACTIVITY FUNDS NEW VENDOR REQUEST FORM

MILFORD PUBLIC SCHOOLS

The Student Activity Account New Vendor Selection procedure is almost identical to general funds, except assignment of an actual vendor number is not required. To set up a new vendor in the Student Activity Account, please complete the following and return to the Business Office. If you have any questions regarding this process, please call Peg Oakes at x-3448.

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	
Fax	
Email	
Federal Tax ID Number	
SS Number (Individuals)	

For Office Use Only: 1099 Pay Type: _____