

For Purchasing Office Use Only  
 Date Processed:  
 Initials:

**Anoka Hennepin ISD No.11  
 Vendor Master File Request Form**

For Finance Office Use Only  
 Date Processed:  
 Initials:  
 New Vendor #:

<b>Requested By / Extension:</b>		<b>Date:</b>	
----------------------------------	--	--------------	--

New Vendor: \_\_\_\_\_ Information Add/Change: \_\_\_\_\_ Re-Activate: \_\_\_\_\_ In-Activate: \_\_\_\_\_

**Comments/Special Instructions:**

---



---

**New Vendor Request**

*\*\*When adding a new vendor, this form must be approved by the Purchasing Department\*\**

Vendor Name:			
Ordering Address:			
Payment Address: <i>(If different)</i>			
Phone #:	Fax #:	Federal Tax ID #:	
Email Address:	Website:		
Name Sort Field <i>(If applicable)</i> :			
Does vendor accept Purchase Orders? (Y/N):	Terms (n/30, 2/10):		
Credit Reference Required? (Y/N):	Certificate of Tax Exempt Required (Y/N):		
<b>Item(s) to be ordered or type of service(s) requested:</b>			

**Information Change Request**

Vendor Name:			
Vendor # / Address #:			
New Ordering Address:			
<i>New Payment Address: (If applicable)</i>			
New Phone #:	New Fax #:		
Email Address:	Website:		
Name Sort Field <i>(If applicable)</i> :			

If adding a new vendor please email this form to Carla Ranelle (Ext. 6-1301) in the Purchasing Dept.

If adding or changing information on an EXISTING vendor, please email this form to the appropriate ESC Accounts Payable Department staff or fax to the Accounting Dept. at 763-506-1048.