

## **VENDOR FILES**

Any new vendors are required to have a completed W9 form on file with the county office prior to any payment being made for goods and services. This form may be obtained from the finance office or accessed via the internet ([www.irs.gov/formspubs/index.html](http://www.irs.gov/formspubs/index.html)). All information should be legible and verified with a copy of FEIN or SSN. We should utilize those vendors that accept purchase orders from the school system. Avoid placing orders with any Canadian vendors.