

Vendor Information Form



San Juan School District requires purchase orders for all purchases, with few exceptions. The school district may decline to pay for goods or services provided without an authorized district purchase order.

The following information is required in order to enter a new vendor into our accounting system. Please provide information in ALL of the following fields. Thank you!

San Juan School District
200 N. Main St.
Blanding, UT
84511
Phone: (435) 678-1214
Fax: (435) 678-1280
www.sjsd.org

Name of Business:

Mailing Address: Street Address:

City: State: Zip:

Billing Address: Street Address:
 Same as Mailing Address
City: State: Zip:

Contact Name:

Phone #:

Fax #:

Email address:

PO preference: email fax mail

Nature of vendor: Sole proprietor Partnership Corporation Non-Profit Employee

Federal ID#:

Vendor will provide: goods services both

If this vendor is a 1099 vendor (providing mainly services, for a total of \$600 or more per year), a W9 MUST be attached

Payment preferred: ACH (direct deposit to bank account)
Bank Account Routing #:
Bank Account #:
 Check mailed to address above

Requested By:

Date Requested:

Internal Use Only

Date added	Vendor #