

PROCEDURE

Effective Date: May 21, 2007
 Revised: April 9, 2013
 Approved By: Teresa Hart, Financial Services Director

Authority: [POL-U5320.12](#)
 Creating and Maintaining Vendor
 Account Records

Cancels: PRO-U5320.12B Creating Vendor Records

See Also: [FRM-U5320.12A](#) Vendor Record Creation and Maintenance Request Form
[Form W-9](#) Request for Taxpayer Identification Number and Certification Form
[TSK-U5320.12A](#) Creating a Vendor Record
[PRO-U5320.12B](#) Requesting Accounting Services to Update a Current Vendor Record
[PRO-U5320.12C](#) Correcting Duplicate Vendor Records

PRO-U5320.12A

REQUESTING ACCOUNTING SERVICES TO CREATE A NEW VENDOR RECORD

Action by:

Action:

University Department

1. **Provides** *Form W-9* to vendor to complete.
2. **Completes** *Vendor Record Creation and Maintenance Request e-form*.
3. **Scans** and **attaches** to the e-form a:
 - a. Completed Form W-9, and
 - b. Written documentation of vendor service (i.e. invoice, contract).

Accounting Services

4. **Routes** e-form to Accounting Services and **goes to** step 8.
5. **Receives** e-form.
6. **Follows** the *Creating a Vendor Record* task (TSK-U5320.12A).
7. **Locks** e-form which notifies the University Department that the vendor account has been updated.

E-Form Originator

8. **Receives** electronic notice of completed request from Accounting Services.
9. **Shreds** hard copy of W-9.