

Step 1: Requestor to fill in Top Section, Vendor Remittance Info, Related Party and have approved by their Department
 Step 2: Requestor or Department Head to forward to Purchasing Department for approval
 Step 3: Purchasing Department will approve and forward to Finance Department **OR** not approve and return to requestor.
 Step 4: Finance will approve and issue Vendor number **OR** not approve and return to requestor and copy Purchasing Department.

Date:

Vendor Requested by:

Anticipated Usage:

Department Head Approval:

Anticipated Dollar Volume Expected

Vendor Remittance Information:

Name:

DBA:

Address:

Phone:

Fax:

Contact Person:

Email:

Products or services to be provided:

Completed vendor IRS W9 should accompany this form or vendor will NOT be approved.

Related Party Transactions:

Is the vendor a relative of any City of Gallup employee?

If yes, please describe relationship (brother, sister, spouse, parent, child etc.)

Internal Information-Purchasing

(to be filled by Purchasing)

Commodity/Sub Commodity codes assigned:

City of Gallup Business License (if applicable):

Purchasing Approval:

Internal Information-Finance

(to be filled by Finance)

Vendor Number Assigned:

Date Assigned:

Finance Approval: