

**Prairie Hills Elementary School
District #144**

NEW VENDOR FORM

Date:

**To: Dr. Terry O'Brien, & Dr. Denise Julius, Interim Superintendents
Board of Education**

From:

Re: New Vendor Information

Vendor Name, Address, Phone Number, Fax Number and E-Mail Address for Purchase Orders

Why did you choose this vendor?

What type of supplies and /or services does the vendor provide?

Are there existing vendors who would be used for the same purpose? If yes, please explain the need for this additional provider.

Estimated Cost \$ _____

How will these materials be funded? _____

If the vendor is a service provider (object 300 series) you must attach a completed IRS Form W-9.

ALL FORMS *MUST* BE TYPED