

**Prairie Hills Elementary School
District #144**

NEW VENDOR FORM

Date:

To: **Dr. Kimako Patterson, Superintendent
Board of Education**

From:

Re: **New Vendor Information**

Vendor Name & Address:

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 \$_____

Funding Source _____

If the vendor is a service provider (object 300 series) you must attach a completed IRS Form W-9.
ALL FORMS *MUST* BE TYPED