

Accounts Payable Vendor Request

(For employee setups, type "3" remittance set ups, and address changes)

Requested by: _____ College / Business Area: _____

Requestor Phone #: _____ Requestor Email: _____

Type of Vendor Request:

- Employee vendor number set up
- Type "3" number set up (used for remittance purposes only).
- Change of remittance address for the following vendor #: _____

For Employee Set Ups:

Employee Name: _____ Employee College or Area: _____

Employee ID#: _____ Employee Phone: _____
(per employee or campus personnel)

Employee ID#: _____ Verified by: _____ Date: _____
(per Payroll / AP verification) (Payroll or AP Employee)

Vendor # Assigned: _____ Set Up By: _____ Date: _____
(AP Staff only) (AP Employee)

For Type "3" Vendor Set Ups:

Name of Vendor on the "3" number: _____

Enter "1" vendor that the "3" will be linked to: 1 _____

Remittance Street Address: _____

Remittance City: _____ State _____ Zip Code _____

Remittance Phone Number: _____

(Attach copy of invoice, letter from vendor on company letterhead, or vendor email as backup documentation)

Vendor # Assigned: _____ Set Up By: _____ Date: _____
(AP Staff only) (AP Employee)