

Los Angeles City College Administrative Services "How To" Book	Purchasing Form	VII A-3
Create Vendor Form		

A. Brief Description

Below is the link to access the **Create Vendor Form**.

B. How To

1. Click on the link

<http://adminsvcs.lacitycollege.edu/forms2/forms.htm>

From the above link, GoTo the heading **Administrative Services/Purchasing** and then to the **Create Vendor Form** link. Click on the **Create Vendor Form** link to access the form.

Note:

College email login and password are required