

MASON CO SCHOOLS WVEIS VENDOR REQUEST

This form is for use by MCS staff only

1. A. Does this vendor provide quotes for use of the local government sales tax exempt purchasing card? Yes No

B. Provided is a link to the State of WV Business Organization Search

2. This requested vendor provides: Goods Services Both Goods & Services - E.g. Product with imprint

3. Vendor Category ✓ Select all that apply

Art/Music Books Child Nutrition Classroom Counselor Computers Curriculum Exceptional Student Field Trip
Fund Raising Furniture Graduation Health Library Maintenance Office Other _____ Phy Ed
Playground Prof Dev Safety Science Security Software Technology Testing Transporation

4. Vendor's Full Name: _____

5. Attention: _____

6. Street Address (Required): _____

PO Box (Optional): _____

7. City: _____

8. State: _____ Zip: _____ - _____

9. Telephone Number: _____ x _____

10. Fax Number: _____

11. Vendor's E-mail Address: _____

12. _____
Administrator's printed name Date

13. _____
Administrator's signature Date

Fax completed and signed request form, *white* copy of requisition and the current Form W-9 to Finance (304) 675-4116

Follow the link (click on it) to www.irs.gov for a current Form W-9

14. _____
1099 Vendors: Treasurer's signature Date