- All organizations must have a tax ID or EIN number. If your org has a checking account, this number should already be established and your bank would be able to provide that to you.

- Organizations not currently in the Vendor Table for the University will be required to submit the appropriate forms prior to being reimbursed for any expense paid out of pocket.

- Fill out the Sections A, B, C and E of the New Vendor Setup Form.

- Use the organization’s on-campus address and the advisor’s contact information (campus phone & email). 

Page 24-27 (vendor form) in Regulations Handbook