

New Vendor Information

Form to be filled out by Associate requesting Vendor to be added to our database.

Vendor Name:

Type of Product or Service?

Will you be using any grant money?

How often do you think you will need to purchase / service?

Approx. how much do you think we will spend with them this year?

Rules:

No Grant funds / less than 10K	Vendor will be accepted
Using Grant funds less than 10K	Vendor + 1 quote
Greater than 10K	Vendor + 2 quotes
Greater than 50K	Formal Bidding done by Procurement

All contracts / terms must be looked over by Teresa Thomas

NO monthly automatic charges to Citicard