



Fayette County Public Schools

New Vendor Information Form

All new vendors must complete the following information form in order to be considered for Fayette County Public Schools. This form should be returned to Windee Padilla (padilla.windee@fcboe.org) along with the requested supporting documentation listed below.

- Vendors must submit a complete and valid W-9 Form (IRS Website)
- If performing a physical service on school property vendor must provide the following:
 - Completed E-Verify Documentation (found on www.fcboe.org)
 - Valid Certificate of Insurance Coverage naming Fayette County Public Schools as an additional insured party.
- If working directly with students, unsupervised by school staff, the vendor must complete a background check process with Human Resources and provide verification of such before being added as a vendor.

Company Name:	
Main Address:	
Remit to Address:	
Email for PO Delivery:	
Type of Service/Goods:	

Representative Contact Information

Contact Name:	
Title:	
Office Phone:	
Text/Mobile:	
Direct Email:	
Fax Number:	

Please list any applicable NIGP Commodity Codes for your business below:

--

If using this form to process a one-time pay vendor you may omit those areas above that are not relevant.