



# CITY OF NEWTON

Purchasing Department

P.O. Box 550 • Newton, N.C. 28658 • phone 828.695.4328 • fax 828.465.7464

## REQUEST FOR VENDOR ADDITION

Please use this form to add vendors to the City accounting system.

Date of request: \_\_\_\_\_

Requested date vendor should be added: \_\_\_\_\_

Employee requesting addition:

\_\_\_\_\_

Department requesting addition:

\_\_\_\_\_

Name and address of vendor to be added:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Material or Services vendor will provide:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason vendor should be added: (sole source-cost savings-new item required for city operations-etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This form should be printed; all of the requested information filled in and send with the vendor package to the Purchasing Department. After review, verification and approval the Purchasing Department will input the vendor information into the City data base. After adding the vendor to the system the Purchasing Department will email the requesting employee the new vendors ID number.

*Incomplete request forms and vendor packages received without this form will not be entered into our system!*

**THIS FORM IS REQUIRED TO INSURE THAT INCOMING VENDOR PACKS ARE NECESSARY FOR CITY BUSINESS. WE ROUTINELY RECEIVE PACKAGES FROM VENDORS WITH THE HOPES OF GETTING ON OUR BIDDERS LIST.**