

Andrew College
501 College Street
Cuthbert, GA 39840

Business Office
Phone: 229-732-5933

Business Office
Fax: 229-732-5996

Vendor Registration Form (VRF)

Vendor Information

Vendor Name: _____ Date: _____

Federal ID #: _____ or Social Security #: _____ Dun & Bradstreet # _____

Main Address Remit Address
Address 1: _____ Address 1: _____

Address 2: _____ Address 2: _____

City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____ Fax: _____

Email: _____

Type of Organization: Individual _____ Partnership _____ Corporation _____

TERMS: Andrew College does not prepay for services. Payment terms are net 20 days unless a discount is provided (Discount of ___% if paid within ___days). An authorized and signed Purchase Order is required for any purchase over \$500. Purchase Orders should include all charges (shipping and handling should be estimated if actual is not known). An estimated "Not to Exceed" amount may be accepted if a firm quote is not available. Andrew College is exempt from Georgia Sales Tax and will provide a Tax Exempt letter upon request.

Any known or potential conflicts of interest or ethics must be listed below.

I certify that the information on this form is correct, true and accurate.

Vendor Authorized Signature: _____ Title: _____

For Use by Andrew College
Business Office

The above Vendor is: Approved _____ NOT Approved _____ (reason listed below)

State any known or potential conflicts of interest or ethics, other than listed above by Vendor: _____

Business Office Authorized Signature: _____ Date: _____