

Vendor Information



Form

Company Name:

Physical Address:

Phone: _____ Fax: _____

Contact Name:

E-mail address:

Remit to Name:

Remit to Address Information (if different from above):

Phone: _____ Fax: _____

Below is a listing of our Purchasing Guidelines:

1. **A purchase order is required *before*** all purchases are made on behalf of Martin Methodist College. A purchase order can be faxed or e-mailed or called in over the phone. A purchase order should be given prior to placement of all orders.
2. Martin Methodist College pays in terms of net 30; if vendors provide a discount for early payment such as 2/10 net 30 those terms will be followed.
3. Any orders placed on behalf of a college employee without a purchase order will be the sole responsibility of that employee.
4. All invoices should be sent to Attn: Accounts Payable at Martin Methodist College, 433 West Madison St., Pulaski, TN 38478. Invoices can be faxed to 931-363-9818 or sent via e-mail to Hector Lora, Director of Business Services at accountspayable@martinmethodist.edu.
5. Martin Methodist College participates in E-Verify Services provided by the Internal Revenue Service.

I have read and understand Martin Methodist College's purchasing procedures and will follow the provided guidelines listed above. **(Please return this form with your W-9 Attached.)**

Signature of Company Representative:

Print Name

Date