

**Request for Vendor Set-up in Banner**

**August 26, 2019**

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| **Requesting Department / Contact Name:** | Click or tap here to enter text. |
| **Company Name (as appears on invoices):** | Click or tap here to enter text. |
| **Physical Address (for ordering):** | Click or tap here to enter text. |
| **Remittance Address:** | Click or tap here to enter text. |
| **Phone Number:** | Click or tap here to enter text. |
| **Fax Number:** | Click or tap here to enter text. |
| **E-mail Address:** | Click or tap here to enter text. |
| **Customer Service Point of Contact:** | Click or tap here to enter text. |
| **Company Accepts Purchase Orders:** | Choose an item. |
| **Special instructions:** | Click or tap here to enter text. |