Muscatine Community School District
Request to Add a Vendor

If you want to add a vendor, complete and submit to Business Office ***before placing any orders***.

Date of this request _____

1. *Company Name:

   _____

2. *Company Address:

   Street Address _____

   PO Box No. _____

   City _____ State _____ Zip _____

3. Company Toll Free Number: _____

4. *Company Phone Number: _____

5. Company FAX Number: _____

6. Company Web Address: _____

7. Company EIN : _____

8. *Product(s) available with this vendor/not available through current vendors:

   _____

   _____

   *These items are required to be completed before submitting this request for consideration.

   ### **Vendor must accept purchase orders to be considered.**

   You must supply both order address and remittance address if different.

11. Signature of school official making request

   Staff's signature _____

   Principal's signature _____

11. Decision and explanations as required

   The vendor is approved: _____

   The vendor has not been approved: _____

Explanation(s):

   _____

   _____

Signature of school official making decision:

   _____

For Bd Office Use:
W-9 requested _____