New Mexico State University
Procurement Services

Vendor Request

ROUTING

Enter a ticket in Aggie Service Desk

Instructions: Use this form to request establishment of a new vendor not currently in Banner or a termed vendor in order to procure goods or services. This form must be completed and supporting documentation attached (if applicable). The requesting department must complete this form **NOT** the vendor.

SECTION 1: DEPARTMENT CONTACT INFORMATION

Name: _____ Date (mm/dd/yyyy): _____

Phone: _____ Email: _____

Department: _____ College/Division: _____

SECTION 2: VENDOR INFORMATION

Vendor Business Name (Required): _____ Aggie ID (if applicable): _____

Contact First Name (Required): _____ Contact Last Name (Required): _____

Contact Email (Required): _____ Contact Phone (Required): _____

Describe what the vendor is doing to receive the payment:

Reset