

**General Accounting and Reporting
WVFIMS Vendor Request**

Route to: GARD, Bldg. 3, Room 426

Phone Number: 558-2861

Fax Number : 558-6370

Requestor: _____ Date Prepared: _____

Address: _____

Phone Number: _____ Fax Number: _____

Please check one: ☐ Add Vendor ☐ Modify Vendor ☐ Problem (requires comments)

Business Designation: Check One (see below for descriptions)

- | | | |
|---|--|---|
| <input type="radio"/> Employee | <input type="radio"/> Corporation | <input type="radio"/> Partnership |
| <input type="radio"/> Government Entity | <input type="radio"/> Medical Corporation | <input type="radio"/> Sole Proprietorship |
| <input type="radio"/> Estate/Trust | <input type="radio"/> Attorney Corporation | <input type="radio"/> Individual (client) |
| | <input type="radio"/> Non-Profit | |

Attach backup documentation for vendors (copy of purchasing document or invoice).

WVFIMS vendor number (if applicable): _____

Vendor Name: _____

Address: _____

Vendor Contact Name: _____

Vendor Telephone Number: _____

Vendor FEIN **or** Social Security Number: _____

Comments: _____

General Accounting Use Only

Completed by: _____

Date submitted to Department of Administration: _____

Descriptions of Business Designations

Employee: A person employed by the state (full time or part time) who receives reimbursement for travel and business related expenses.

Governmental Entity: Federal, state, county or local government agency.

Estate/Trust: Estate/trust entity taxable as an estate or a trust.

Non-profit: Organizations engaged in educational, charitable, health research and other society-benefitting activities and is exempt from income taxation.

Corporation: A separate legal entity formed under the incorporation laws of individual states or the federal government.

Medical Corporation: Suppliers or providers of medical or health care services.

Attorney Corporation: For all vendors that are corporations and that provide legal services.

Partnership: An association of two or more people operating a business for profit.

Sole Proprietorship: An unincorporated business owned by one person.