

# General Accounting and Reporting

Revised 12/09/2017

## WVOASIS Vendor Request Form

PLEASE EMAIL ALL VENDOR REQUESTS TO [DHHRFINANCEGAAR@WV.GOV](mailto:DHHRFINANCEGAAR@WV.GOV)

WE WILL NO LONGER ACCEPT FAXED VENDOR REQUESTS.

Please Circle the Correct Department: 0501 0506 0511 0916

Date of Request:

Requestor Name/Facility:

-DHHR BPH Central Finance

Address:

350 Capitol Street, Room 206 Charleston, WV 25301

Phone Number:

304-356-

**Check One:**

☐

Add New Vendor

☐

Modify Existing Vendor

☐

Problem (explain in comments)

### Business Designation

### Check One (See attached for descriptions)

☐

Employee

☐

Corporation

☐

Partnership

☐

Government Entity

☐

Medical Corporation

☐

Sole Proprietorship

☐

Estate/Trust

☐

Attorney Corporation

☐

Individual (client)

☐

Non-Profit Organization

WVOASIS Vendor Number (If available):

Vendor Name:

Vendor Address:

Vendor Email Address:

Vendor Contact Name:

Vendor Telephone Number:

Vendor SS# or FEIN:

Comments:

### General Accounting Use Only

Completed By: \_\_\_\_\_

Date Sent to Department of Administration: \_\_\_\_\_

## Descriptions of Business Designations

**Employee:** A person employed by the DHHR (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.