



UNIVERSITY OF KENTUCKY

PURCHASING DIVISION

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M E M O R A N D U M

TO: University Departments

FROM: William Harris
Director of Purchasing

DATE: March 14, 2005

SUBJECT: DAV's Requiring the Vendor Tax ID Form

In our ongoing effort to clean up the vendor database, Purchasing and Accounts Payable are now requiring a completed Vendor Federal Tax ID form to be attached to all DAV's for goods and services requesting payment to vendors that are not currently in our vendor database.

The University Purchasing Division is charged with the task of negotiating and implementing contractual agreements to provide the University community sound and legal procurement opportunities. The use of these contracts reduces the need for individuals to search for the best overall value, as well as maintaining a more manageable vendor database.

Effective September 1, 2001, any DAV received in Purchasing or Accounts Payable requesting payment for goods and/or services to a vendor that is not currently in the vendor database, will be returned to the department requesting the Vendor Federal Tax ID form be completed before payment will be made.

The federal form is located on Purchasing's web page and also on the UK Forms page. You may instruct vendors to download the form and fax it to Purchasing.

It may be beneficial to each department to become familiar with Purchasing's web site at <http://www.uky.edu/Purchasing>. We are currently in the process of enhancing our web site to provide a more complete source of information.

For any questions regarding this change, contact Jody Reed at 7-5402. As always, the Purchasing staff is available to assist you in all of your procurement needs.