

LINCOLN COUNTY BOARD OF EDUCATION

ACCOUNTS PAYABLE VENDOR INFORMATION FORM
TO BE COMPLETED BY VENDOR

VENDOR WILL ACCEPT PURCHASE ORDERS: Yes _____ No _____
If purchase orders not accepted only the company name required below

PREFERRED METHOD OF PAYMENT WILL BE BY CREDIT CARD
VENDOR ACCEPTABLE _____ YES _____ NO _____

NAME: _____

COMPANY REPRESENTATIVE: _____

ADDRESS: _____

CITY: _____

STATE/ZIP: _____

TELEPHONE: _____

FAX NUMBER: _____

FEDERAL EMPLOYERS IDENTIFICATION NUMBER: _____

SOCIAL SECURITY NUMBER: _____

WEST VIRGINIA CONTRACTOR LICENSE NUMBER: _____

WEST VIRGINIA BUSINESS LICENSE NUMBER: _____

INSTRUCTIONS: Please complete this form in its entirety and return to the Lincoln County Board of Education Purchasing Office by fax (304) 824-7947 or mail to, Lincoln County Schools – Purchasing Dept. , 10 Marland Avenue, Hamlin, WV 25523. This form must be on file before orders can be placed and before payment will be released. Lincoln County Schools cannot do business with a vendor that will not accept purchase orders. Questions? Phone 304-824-5823 ext 6224.