

REQUIRED FIELDS FOR INTERNAL USE/WTAMU STAFF SUBMITTING PAYMENT:

Vendor employment status within the past year (verify in Workday):

Yes → STOP. Route through Payroll

No → Continue

W-9 / W-8 on file with the University:

Yes → Continue

No → Send W-9 to purchasing@wtamu.edu before submitting invoice

Any Questions Regarding any of these questions/forms can be directed to Purchasing@wtamu.edu



QUOTE

QUOTE: _____

DATE: _____

FOR USE OF PERFORMERS/ INDEPENDENT PARTY CONTRACTORS

Vendor Information

Vendor Name: _____

Address: _____

_____ City: _____

State: _____

Zip: _____

Phone: _____

Fax: _____

REQ#: _____

ESTIMATE TO:

WTAMU
2403 Russell Long Blvd
Canyon, TX 79016
Phone: (806) 651-2105

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Total amount			