



Employee Vendor ID Request

This form is to obtain an Employee Vendor ID for payment of non-payroll expenses.

Important:

- Incomplete forms cannot be processed and will be returned to the requester for any missing information. Completed forms may be faxed to (510) 434-2249 or emailed to Regina Butcher at regina.butcher@ousd.org. Please contact Regina Butcher at 510-434-2236 if you have any questions.

Internal (OUSD) Requester Information

Requester Name:	
Requester Phone No.:	
Requester Fax No.:	
Requester Email:	

Employee Information:

Employee Name:	
Site Number:	
Department:	
Telephone No.:	
Fax No.:	
Email Address	

Procurement Department Only:

	Date:	By:
<input type="checkbox"/> Employee Info Entered in IFAS		
<input type="checkbox"/> Vendor ID No.		