



HOBOKEN BOARD OF EDUCATION

PURCHASING DEPARTMENT

158 Fourth Street ❖ Hoboken, NJ 07030 ❖ 201.356.3612 ❖ Fax: 201.356.3642

REQUEST TO ADD VENDOR TO SYSTEMS 3000

Requestor: _____ Bldg./Dept.: _____

Date: _____

Vendor Name: _____

Address: _____
(Mailing Address)

Address: _____
(Remit To Address – if different than Mailing Address)

Phone: _____ Fax: _____

E-mail: _____

Contact Name: _____

REQUIRED DOCUMENTATION (MUST BE SUBMITTED WITH FORM)

- NJ BUSINESS REGISTRATION CERTIFICATE
- FORM W-9
- CHAPTER 271 POLITICAL DISCLOSURE FORM¹

APPROVAL

Business Administrator / Board Secretary Date
or Designee

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 Entered on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (date) by \_\_\_\_\_  
Vendor Name: \_\_\_\_\_ / Vendor No: \_\_\_\_\_

**Please return a copy of this form to REQUESTOR upon completion**

<sup>1</sup> Required for purchases over \$17,500.00 (cumulative)