

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Contracting and Travel
Policy Number: 13.07.01
Policy Name: Vendor Request

Original Effective Date: 04/03/2006
Revision Date(s): 04/01/2013, 04/09/2008
Current Revision Date: 04/01/2016
Approved By: Thomas D. Pristow

PURPOSE: The purpose of this policy is to ensure that the Cuyahoga County Division of Children and Family Services' (CCDCFS) vendors are entered into the fiscal system in order to issue payments and reconcile agency spending.

SCOPE: All CCDCFS staff who process purchase requests

POLICY

- I. A vendor must be entered into the fiscal system in order to generate a Purchase Order authorizing the purchase of goods and/or services.

PROCEDURES

- I. **To request a new vendor set-up:**
 - A. Send an e-mail request via GroupWise to Request Vendor
 - B. Include in the subject line: The name of the vendor or provider
 - C. The body of the text must include the following information:
 1. Vendor Name (This must be the vendor's legal name under which they will certify their Taxpayer ID Number)
 2. Attn/Notes (Optional)
 3. Contact (Optional)
 4. Address
 5. City/State/Zip
 6. Phone/Ext (Optional)
 7. Fax # (Optional)
 8. FAMIS Number (if available)
 - D. If a W-9 Form has been provided, attach it to the e-mail request.
 - E. An e-mail reply will be generated within 24 hours of the request to advise of the update in the CCDCFS fiscal system.

II To request an address change for an existing vendor:

- A. Obtain an updated W-9 Form advising of the address change
- B. Send an e-mail request via GroupWise to Request Vendor
- C. Include in the subject line: Address Update (Vendor Name)
- D. The body of the text must include the following information:
 - 1. Vendor Name and current Vendor ID Number
 - 2. Contact (Optional)
 - 3. Address
 - 4. City/State/Zip
 - 5. Phone/Ext (Optional)
 - 6. Fax # (Optional)
 - 7. FAMIS Number (if available)
- E. Attach the W-9 Form to the e-mail request
- F. The address will not be updated at the County Fiscal Office without providing a completed W-9 Form.
- G. An e-mail reply will be generated within 24 hours of the request to advise of the update in the CCDCFS fiscal system.