

DATE: _____

PROCUREMENT USE ONLY

**REQUEST TO CREATE A NEW VENDOR NO. FOR
NON BUSINESS OWNERS ONLY**

Procurement Review		
Notes (Date/Comment)		
Notes (Date/Comment)		
Procurement Approval		

REQUEST FOR VENDOR REFUNDS ONLY. THIS APPLIES TO BOTH INDIVIDUALS AND BUSINESSES .

BEFORE ENTERING YOUR REQUISITION, provide information and email (purchasing@uca.edu) this form along with a completed W-7, W-8, or W-9 (whichever applies) to the Procurement Department. Please be aware that vendors cannot be created without a completed W-7, W-8, or W-9 application. If one is not returned, ***the order -lead time will increase***. If you have any questions or need assistance, please call 450-3173.

From: _____
(Department Name) (Department Fax No.) (Department Email)

ACTION REQUESTED: New Non Business Owner Vendor (attach W9) Refund (DO NOT attach W9 or Certification Form)

Name		Vendor ID: (Purchasing Use Only)
Street Address		
PO Box		
City, State, Zip		
Telephone Number		
Fax Number & Email		
Last 4 Digits of SSN (Ind Refund Only)		
9 Digit Fin (Bus/Org Refund Only)		

Business Classification (SELECT ALL THAT APPLY)

American Indian (AI) Black American (BL) Pacific Islander (PA) Women Owned (WO)
Asian (AS) Hispanic American (HS) Veteran Owned (VA)

Requested By: _____ Approved By: _____
(Signature) (Signature of Immediate Supervisor)



UNIVERSITY OF
CENTRAL
ARKANSAS™

Procurement Office
201 Donaghey Ave. Wingo Hall 113
Conway, AR 2035
501-450-3173
purchasing@uca.edu

COMBINED CERTIFICATIONS FOR CONTRACTING WITH THE STATE OF ARKANSAS

Pursuant to Arkansas law, a vendor must certify as specified below and as designated by the applicable laws.

1. **Israel Boycott Restriction:** For contracts valued at \$1,000 or greater.

A public entity shall not contract with a person or company (the "Contractor") unless the Contractor certifies in writing that the Contractor is not currently engaged in a boycott of Israel. If at any time after signing this certification the Contractor decides to boycott Israel, the Contractor must notify the contracting public entity in writing. See Arkansas Code Annotated § 25-1-503.

2. **Illegal Immigrant Restriction:** For contracts valued at \$25,000 or greater.

No state agency may contract for services with a Contractor who employs or contracts with an illegal immigrant. The Contractor shall certify that it does not employ, or contract with, illegal immigrants. See Arkansas Code Annotated § 19-11-105.

By signing this form, the Contractor agrees and certifies they are not currently engaged in a boycott of Israel not will employ or contract with an illegal immigrant, and will not for the duration of the contract:

Agency Name: _____ Vendor Name: _____

Description of Services to be Provided: _____

Contract Number (If applicable): _____ Vendor Number: _____
(Agency Use Only)

Vendor Signature

Date

Note: No contracts valued at \$1,000 or greater will be entered into without a signed certification on file.