

DATE: _____

PROCUREMENT USE ONLY

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

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

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

Required: Has this individual been employed with the university within the last year (12 months)? YES NO

BEFORE ENTERING YOUR REQUISITION, provide information and email (vendorforms@uca.edu) with a completed W-8, or W-9 (whichever applies) to the Procurement Department. Please be aware that vendors cannot be created without a completed 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 (attach W9 & Combined Certification Form) Refund (**DO NOT attach W9 or Combined Certification Form**)

| | |
|--|--------------------------------------|
| Name | Vendor ID: (Procurement 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: _____
(Signature)

Approved By: _____
(Signature of Immediate Supervisor)



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.
3. **Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction:** For contracts valued at \$75,000 or greater.
A public entity shall not contract unless the contract includes a written certification that the Contractor is not currently engaged in and agrees not to engage in, a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry for the duration of the contract. See Arkansas Code Annotated § 25-1-1102.
4. **Scrutinized Company Restriction:** Required with bid or proposal submission.
A state agency shall not contract with a Scrutinized Company or a company that employs a Scrutinized Company as a subcontractor. A Scrutinized Company is a company owned in whole or with a majority ownership by the government of the People's Republic of China. A state agency shall require a company that submits a bid or proposal for a contract to certify that it is not a Scrutinized Company and does not employ a Scrutinized Company as a subcontractor. See Arkansas Code Annotated § 25-1-1203.

By signing this form, the Contractor agrees and certifies they are not a Scrutinized Company and they do not currently and shall not for the aggregate term a resultant contract:

- Boycott Israel.
- Knowingly employ or contract with illegal immigrants.
- Boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.
- Knowingly employ a Scrutinized Company as a subcontractor.

Contract Number: _____ Description: _____

Agency Name: University of Central Arkansas

Vendor Number: _____ Vendor Name: _____

Vendor Signature

Date