

# Oak Ridge Schools

## Office of the Superintendent



# Administrative Procedure 2.809.2

## Vendor Additions

## **Vendor Additions - Administrative Procedure**

### **Overview:**

It is the responsibility of the Oak Ridge Schools to ensure that proper tax forms are filed for all businesses, employees, and vendors to which there is a financial relationship. Failure to properly do so could result in IRS fines for the District.

The IRS has established a form W-9 for the express purpose of allowing a request of taxpayer information to assist in these tax filings. This form furnishes the Oak Ridge Schools with relevant information regarding necessity of filing and with which to base any required tax filings.

To establish proper internal controls regarding the request for new vendors, the following steps should be taken. Please note this process could take 3 to 5 business days (on average), so please plan accordingly.

### **Administrative Assistant and/or Bookkeeper Responsibilities:**

When requesting a new vendor for addition to the Skyward Purchasing system, Administrative Assistants and/or Bookkeepers should:

1. Request a completed W-9 from the vendor;
2. Request New Vendor for Approval in Skyward under Vendor Browse;
  - a. Include all known information such as address, contact information, etc.;
3. Attach the completed W-9 to New Vendor Request by uploading it as an attachment;
4. Submit New Vendor for Approval.

*Individual school bookkeepers should follow the same procedure and require a W-9 prior to adding new vendors to the SBAA system.*

### **Business Office Responsibilities:**

The Business Office will be responsible for:

1. Verifying a W-9 is attached to any vendor request;
2. Verifying that address information matches the W-9;
3. Verifying that 1099 information for the vendor is properly configured in Skyward;
4. Approving the vendor in a timely manner.