

Office of Procurement Kretzmann Hall 1700 Chapel Dr. Valparaiso, IN 46383

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vu.purchasing@valpo.edu

www.valpo.edu

Attention Vendo	Vendor Verifica	Please return a completed W-9 Certificate and the following Vendor Verification Form within 24 hours via fax at 219-464-6716 or email to vu.purchasing@valpo.edu .				
Company Name						
DBA (if applicable)						
Federal Tax I.D. #: Web Address:						
Check all certificates that apply: □Small Business □Woman Owned □Minority Owned						
Contacts:	Addresses	Emails	Phone/Fax			
Principal Place of Business			Ph:			
Business			Fax:			
Orders			Ph:			
			Fax:			
Payment/ Remittance			Ph:			
			Fax:			

ACH/Direct Deposit - Payment Information

Please complete ACH/Direct Deposit for payment of your invoice.

Enroll now at: Sign up for Vendor ACH/Direct Deposit

Or Visit: https://www.valpo.edu/procurement/vendor-information/

Payment/Discount Terms

2%/10/Net30	1%/15/Net30	Net30	Other			
PLEASE NOTE: ALL invoices must be sent to vu.accounting@valpo.edu.						