



TUSKEGEE UNIVERSITY

PURCHASING DEPARTMENT

NEW SUPPLIER/PERSON ADD OR CHANGE FORM

Reasons for the Change/Add

Adding a New Supplier/Person	Changes to an existing:	Date: 04/15/24
<input checked="" type="checkbox"/> Supplier:	<input type="checkbox"/> Supplier:	
<input type="checkbox"/> Person:	<input type="checkbox"/> Person:	
	Supplier No: TU#	
	Person No: TU#	

Organization Type

<input type="checkbox"/> Corporation Information Required 1. W9 Form <input type="checkbox"/> 2. SAM.gov Verification <input type="checkbox"/> OR 3. Debarment Certification <input type="checkbox"/>	Person Information Required 1. Last 4 digits of SSN: XXX-XX-____ 2. Social Security Card <input type="checkbox"/>
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Supplier Payment Terms

Prepayment <input type="checkbox"/>	Net 10 <input type="checkbox"/>	Net 15 <input type="checkbox"/>	Due Upon Receipt <input checked="" type="checkbox"/>
Credit Card <input type="checkbox"/>	Net 30 <input type="checkbox"/>	Net 45 <input type="checkbox"/>	

Brief description of Products and Services

The Society of Phi Zeta provides certificates to new members inducted to the Phi Zeta Veterinary Honor Society. The Rho Chapter of the society is a chapter in the Tuskegee University College of Veterinary Medicine. The Society of Phi Zeta prints and supplies the certificates to all Chapters.



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Demographics/General Information

Supplier/Vendor Name: Society of Phi Zeta	Website: https://www.societyofphizeta.org/
Street Address: 109 Greene Hall City/Town: Auburn, AL State/Province: AL Postal Code: 36849	Company Details Phone Number: Fax: E-mail address:
Check/Mailing Address (If different than Fiscal Address)	Contact Person/Our Main Point of Contact Name: Missy Josephson Phone Number: E-mail address: josepem@auburn.edu

Have you or any member of your family or significant other worked for Tuskegee University in the past or present?

<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
If Yes, Please provide Person Name:	
Department:	
Relationship:	

Payment Information

Type of preferred payment:
<input checked="" type="checkbox"/> Check <input type="checkbox"/> Direct Deposit <input type="checkbox"/> ACH
Accounts Receivable Contact Information
Name: Society of Phi Zeta, c/o Missy Josephson,
Phone:
Email : josepem@auburn.edu



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PURCHASING DEPARTMENT

Bank Details

Electronic Remittance Email:	
Bank Name:	Bank Account No:
Routing Wire No:	ACH:
SWIFT Code:	Account Type:
Account Holder's Name:	
Bank Address:	
City/Town:	
State/Province:	
Postal Code:	

Supplier AP Type (This field to be filled by Tuskegee University)

PREG Prepayment Under Grant Funding <input type="checkbox"/>	ETRV Employee Travel Reimbursement <input type="checkbox"/>	STPD Student Stipend <input type="checkbox"/>	INSR Insurance Payments <input type="checkbox"/>	BNDS Benefits & Deductions <input type="checkbox"/>
CSLT Consultant <input type="checkbox"/>	GENV General Vendor Payment Ch. Req <input type="checkbox"/>	UTIL Utility Services <input type="checkbox"/>	DEBT Debt Services Payment <input type="checkbox"/>	UACP University Advancement COVID Payment <input type="checkbox"/>
RFND Refund Misc.—non-AR <input type="checkbox"/>	PTYC Petty Cash Fund <input type="checkbox"/>	TAX Tax & Licenses, misc. <input type="checkbox"/>	LEGL Legal Fees & Related Charges <input type="checkbox"/>	PREP Prepayment Req Prior to Ship <input type="checkbox"/>
ESTP Employee Stipend <input type="checkbox"/>	ADV Advances, Travel <input type="checkbox"/>	HON Honorarium & Awards <input type="checkbox"/>	EMRB Employee General Reimbursement <input type="checkbox"/>	CSTP COVID-19 Stipends <input type="checkbox"/>
PRTY Priority Institutional Vendors <input type="checkbox"/>	STRF Student Refund <input type="checkbox"/>	RTL Return to Lender <input type="checkbox"/>	TXSV Tax Saver Vendor <input type="checkbox"/>	Other <input checked="" type="checkbox"/>