

Knox County Schools

Accounts Payable

Request for New Vendors

200 Daniel Boone Drive Barbourville, KY 40906

Contact Person: Marsha Barrett (606) 546-3157 ext. 2449

Note: If possible, a district or state bid list vendor should be used.

You can access the district's bid list on the district's website at www.knoxkyschools.com -- Select District Support then Finance then Purchasing

You can access the state bid list by visiting the KPC website at www.kpc4me.com -- Select Contracts then All Awarded Contracts then click "Download A to Z Awarded Contract List- Excel File"

Date of Request:	
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Vendor Name:	
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Address:	
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Phone Number:	
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Fax Number:	
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Web Address:	
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Contact Person:	
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Contact Email:	
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Justification for New Vendor Request:	
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Person Making Request:	
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***You must attach a W-9 for the vendor to this form (Exlcudes: hotels, restaurants)**

Completed Forms may be emailed to Marsha Barrett at: marsha.barrett@knox.kyschools.us

New vendors will not be approved and added until all required information is received.