

## New Supplier Setup Request

Please send completed form to [accountspayable@skidmore.edu](mailto:accountspayable@skidmore.edu)

Requested by	
Supplier Name	
Supplier Contact (phone and/or email)	
Mailing address	
Is this a student or employee?	
Former student or employee? When did they last attend or work?	
What will we be paying them for? (ex: services, honorarium, reimbursement, goods, other)	
Will they accept a credit card payment?	
If yes, will they charge a fee?	