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DEPARTMENT OF PROPERTY AND PROCUREMENT
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VENDOR APPLICATION FOR CHANGING VENDOR APPLICATION

Use this application for requesting changes to existing vendors' information. The vendors must already be in the system and should already have an assigned vendor number. This for may be used to request a change of information for any type of vendor (including employees and social benefit recipients).

EXISTING VENDOR INFORMATION

NAME OF VENDOR: _____ VENDOR NO.: _____

Address: _____ City: _____ Zip Code: _____

Phone: _____ E-mail: _____ Tax Identification No.: _____

REQUESTING DEPARTMENT/AGENCY INFORMATION

NAME OF DEPARTMENT OR AGENCY: _____

Department No.: _____ ☐ St. Thomas Office ☐ St. Croix Office ☐ St. John Office ☐ Water Island Office

Requested By: _____ Position Title: _____

Email Address: _____ Telephone No.: _____

Signature: _____ Date: _____

INSTRUCTIONS/JUSTIFICATION