

Oberlin College Local Vendor Form

A HARDCOPY OF THIS FORM SHOULD BE PROVIDED TO THE VENDOR AND THE ELECTRONIC COPY WILL BE SUBMITTED THROUGH OBIEBUY FOR PAYMENT.

Date: ____ / ____ / ____

Vendor Information:

Vendor Name: _____

Vendor Address: _____

Vendors are responsible for following up on unpaid purchases directly with the department, see Department/Organization contact information, and/or the Controller's Office at: apayable@oberlin.edu or (440) 775-8428

TOTAL AMOUNT OF THIS INVOICE MAY NOT EXCEED \$1,000.00

Oberlin College is **TAX EXEMPT** - Sales Tax No. 4705642

IRS REQUIREMENTS:

Business

Purpose:

Attendees:

INDEX

ACCOUNT

AMOUNT

_____	_____	_____
_____	_____	_____
_____	_____	_____

LV: _____ / _____
Requestors Dept Org DATE (MMDDYY)

Department (please print)
 (to be completed by Oberlin College Department)

Requestor's Name: _____

Requester's Signature: _____
(please sign with electronic signatures)

Required Signatures for purchase and payment processing
Department and Administrative Offices

 AUTHORIZED SIGNER (EXT #)

Department Contact Information:

Campus Phone # _____

Email Address _____

Oberlin College employees will be responsible for submitting the Local Vendor (LV) Form for payment via ObieBuy.

Oberlin College's fiscal year ends June 30th, and for this reason, all LV Forms must be submitted for proper payment **no later than** July 7th.

Student Organization (please print)
 (to be completed by Oberlin College Student Organization)

NAME OF ORGANIZATION

Student Organization - All three Signatures Required

 ADVISOR (signature)

 ORGANIZATION TREASURER (signature)

 SFC TREASURER (signature)

 STUDENT ORGANIZATION EMAIL (typed)

Oberlin College student organizations will be responsible for submitting the Local Vendor (LV) Form for payment via apayable@oberlin.edu

ALL PAYMENT LOCAL VENDOR PAYMENT REQUESTS MUST INCLUDE THIS THE LOCAL VENDOR FORM AND HAVE AN ITEMIZED RECEIPT ATTACHED.

The Controller's Office has created a new Local Vendor Form in a pdf format that will replace the old 3 part carbon copies. The new form will require departments to have two copies, one the department will leave with the vendor (printed copy) and one the department will submit through ObieBuy for processing of payment to the Vendor (electronic copy). Please note, itemized receipts are still required.

Required by Departments:

- Pre-authorization of the Local Vendor Form. Please be sure to obtain all the required approval signatures to avoid delayed payment to the Vendor. Electronic signatures are acceptable.
- Prompt submission of the LVF with itemized receipts via Obiebuy so payment is made to Oberlin's Local Vendors timely.

Required by Vendors:

- Follow up on any unpaid purchases with the Department noted on the Local Vendor Form and/or the Controller's Office at apayable@oberlin.edu.

If you have any questions or need help with filling out this new form, please contact Accounts Payable at apayable@oberlin.edu or Accounts Payable Manager, Lauri Hubach at (440) 775-5606 or ext. 55606.