

**Section:** Business and Support Operations  
**Subject:** New Vendor Setup

**Section Number:** 3.7.22  
**Date of Present issue:** 4/8/20  
**Date of Previous Issues:** None

The LSSU Accounts Payable and Purchasing Offices are responsible for establishing and maintaining vendor profiles. Payment will not be issued to the entity or individual until the vendor setup requirements have been met.

To setup a permanent vendor and to meet IRS requirements, Lake Superior State University requires [IRS Form W-9](#) or the appropriate [W-8 form](#) (see LSSU Policy 3.06.21 - Payment to Foreign Vendors) to be sent to LSSU Purchasing.

A permanent vendor setup is required for payment to all entities and individuals **except** in the following situations:

- Refunds (Refunds should be issued using the same form of the original transaction. Credit card payments must be credited to the card used in the initial transaction).
- Non-employee reimbursements