



## NEW VENDOR FORMS PACKET

Please complete the New Vendor Form and the W-9 form attached. If performing work on District property, also include a copy of your Certificate of Insurance along with your Worker's Compensation Certificate. Once these forms are received in Purchasing, we will be able to set your company up as a vendor for the Loxahatchee River District.

If you have any questions regarding the attached forms, please don't hesitate to contact me at the email or phone number listed below.

Thank you,

*Sharyn Allen, CPP, CPDW*

Purchasing Agent

Loxahatchee River Environmental Control District

2500 Jupiter Park Drive

Jupiter, FL 33458

(561) 401-4026

(561) 743-3027 Fax

Email: [sharyn.allen@lrecd.org](mailto:sharyn.allen@lrecd.org)

## NEW VENDOR FORM

Return forms to Purchasing at  
[purchasing@lrecd.org](mailto:purchasing@lrecd.org)

Vendor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact for Orders: \_\_\_\_\_

Contact for Accounting: \_\_\_\_\_

EIN No: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_