

**NEW VENDOR INFORMATION FORM**

**TO BE COMPLETED BY VENDOR OR DESIGNEE**

This form is required to establish a relationship with any new vendor. Payments will not be processed unless this form and all required documentation is submitted and approved.

**NAME OF VENDOR** \_\_\_\_\_

**REMIT ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

**CONTACT NAME** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

By signing below Vendor acknowledges that no payment was made to the City, City official, officer, or employee of the City in exchange of a sales or other type of business arrangement.

Vendor may not employ any City official, officer or employee in the performance of the Services or manufacture of products, nor may any official, officer or employee of City have a financial interest in this Vendor that would violate California Government Code §1090 et seq. Vendor and its employees hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of City. If Vendor was an employee, agent, appointee, or official of City in the previous twelve months, Vendor warrants that it did not participate in any manner in the forming of this Agreement.

**AUTHORIZED SIGNATURE OF VENDOR:**  
\_\_\_\_\_

**DATE:** \_\_\_\_\_

<b>Finance Department Approval:</b> _____
Date _____ Vendor # _____