Notes:
1. If a new vendor set-up is required, FST will work directly with vendor. W9, ST-101 Tax Exempt, or W8Ben forms may be required by AP.

2. Contracts and Purchasing Vendor Information
   [https://www.uidaho.edu/finance/controller/contracts-and-purchasing-services](https://www.uidaho.edu/finance/controller/contracts-and-purchasing-services)
   - Purchases up to $10,000 may be processed with a Purchase Order (PO)
   - Purchasing Card - may be used for purchases up to $5,000
   - Purchases over $10,000 must have a Requisition entered in Banner