University of Houston System
Vendor Setup Coversheet – Employee

Employee Name: _________________________________________

Campus/College/Department: _________________________________________

EmplID: _________________________________________

Phone #: _________________________________________

UHS Business Email*: _________________________________________

* A notification e-mail will be sent to this Email address once the vendor setup is completed.

Complete and fax this coversheet and a W-9 form to Vendor ID (Fax # 713-743-0521). A Direct Deposit Authorization form is not required for UHS employees, since UHS employees should complete the direct deposit information via P.A.S.S.

If the vendor setup forms are faxed from the employee’s UH System business office, the following verification/approval is required by the College/Division Administrator or the College/Division Business Office Administrator:

• The employee identified on this coversheet completed and submitted the vendor setup forms.
• The UH System business office’s fax machine was used to fax the vendor setup forms.

Verified and approved by _____________________________ (Printed Name)

_________________________________________ (Signature)

_________________________________________ (Date)