The Logistical Services Department is the sole source for vendor registration, maintenance and inquiries. Vendors exclude employees who are reimbursed through the PeopleSoft Expense Module. The Accounts Payable department is the main point of contact regarding delinquent invoice inquiries and employee expense reimbursement.

PROCEDURE:

**New Vendor Registration**

A new vendor for service related purchases will be established upon submission of a Georgia Perimeter College Vendor Data Form, W-9/W-8 tax forms, and Immigration and Security Form submitted to the Logistical Services Purchasing Department. The Vendor Data Form includes Small and Minority Business verification information required for reporting and tracking. Form W-8 must be submitted for all foreign companies, partnerships, organizations, institutions, and individuals. Vendor registration forms, including the Vendor Data Form, Immigration and Security Form, and the W-9 or W-8 Form, can be obtained by contacting the Logistical Services Department at 678-891-3325 or accessing the website. [http://www.gpc.edu/~gpclogic/LogisticalForms.htm](http://www.gpc.edu/~gpclogic/LogisticalForms.htm).

**Vendor Maintenance for Established Vendors**

A revised Vendor Data form, W-9 form or letter/invoice indicating a change is required whenever critical vendor information changes. Critical information includes a change in the vendor name, tax ID, SBA classification, change of address, conflict of interest indicators or employee status. A new form is suggested, but not required, to update phone numbers or email addresses. With the implementation of the PeopleSoft Expense module, GPC employees are no longer added to the vendor database by Logistical Services. Additions or changes will not occur without the proper documentation. Please forward the documentation to Fax# 678-891-3932 or mail to:

Georgia Perimeter College  
Clarkston Campus  
Logistical Services Department – Purchasing  
Building M, Room 1110  
555 N. Indian Creek Drive  
Clarkston, GA 30021
Vendor Review and Approval Process

All new vendors are subject to approval by the College/University Purchasing Officer (CUPO) or designee prior to establishment in the Peoplesoft vendor database. Before a vendor is added or changed in the system, the vendor will be reviewed to ensure they meet the following requirements:

- Registered to do business with Secretary of the State (as required)
- Tax identification number matches the IRS tax identification database
- Notarized Immigration and Security Form (for services $2,500 & above)
- Tax and vendor data form completed
- Review of vendor’s website

Conflict of Interest, Ethics and Unlawful Actions

Georgia Perimeter College subscribes to the State of Georgia Code of Ethics for Governmental Service. All procurements are subject to the Georgia Vendor Manual, in particular, Chapter 9, Ethics and Unlawful Actions. Any apparent or potential conflict of interest between the vendor and a Georgia Perimeter College employee must be defined. If the conflict would not disqualify the vendor from obtaining business under certain conditions or circumstances, an understanding of those conditions or circumstances must be part of the vendor record.

Employee vs Independent Contractor

If the prospective vendor is an individual or a sole proprietor that is performing a service, Logistical Services Purchasing Department, with the assistance of the Human Resources Department, will make a determination of the proper classification status. Retired or ex-employees that return to Georgia Perimeter College to perform a service similar to that performed when they were an employee, will be classified as an employee through Payroll. For more information regarding this topic, please contact Logistical Services.

Foreign Vendor Exclusion List

The U.S. Department of Treasury's Office of Foreign Assets Control (OFAC) maintains a list of individuals and organizations that we are prohibited from doing business with: http://www.ofac.gov.
Vendor Inquiries

The Accounts Payable department will answer inquiries from vendors regarding the status of delinquent invoices. Accounts Payable will serve as a liaison between the campus department and the vendor when the invoice is for services. Purchasing will serve as the liaison between the campus department and the vendor when the invoice is for goods. Georgia Perimeter College must strive to maintain and promote a satisfactory credit standing with suppliers. Prompt payment of invoices and responses to inquiries is necessary in order to achieve this goal.

Georgia Perimeter College’s Credit Reference Letter, tax exemption forms, and form IRS W-9 are available by contacting the Logistical Services Department at 678-891-3325 or accessing the website. [http://www.gpc.edu/~gpclogic/LogisticalForms.htm](http://www.gpc.edu/~gpclogic/LogisticalForms.htm).