



MICHAEL A. GIGLIOTTI, Business Manager

ADMINISTRATIVE OFFICE
531 Jones Avenue, North Braddock, PA 15104 • 412-731-1300

To Whom It May Concern:

The Woodland Hills School District Business Office has received a request to add your company as a new vendor. Please complete the enclosed New Vendor Information Form and return to me as soon as possible. We can then create a vendor number to process purchase orders and payments. Without the requested information we cannot issue a purchase order to you or your company. You may mail, fax or email the form back to the Accounts Payable Department.

Purchase Orders are the only acceptable method for business transactions with the Woodland Hills School District. Price increases must be pre-approved by calling the Accounts Payable Department. Please send all original invoices to the Accounts Payable Department at the District Administration Office address. Payments are issued after the Purchase Order is complete and original invoices are received. Payments are sent out monthly after the School Board Meeting on the second Wednesday of the month.

Woodland Hills School District is tax exempt and a copy of our tax-exempt certificate is available upon request. Thank you for your prompt attention to this matter.

Sincerely,

Ruth Schambura

scharu@whsd.net

412-731-1300 x0125

Fax: 412-273-3603

MAKING OUR MARK IN EDUCATION

WOODLAND HILLS SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EDUCATION EMPLOYER AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE OR HANDICAP IN ITS ACTIVITIES, PROGRAMS OR EMPLOYMENT PRACTICES AS REQUIRED BY TITLE VI, TITLE IX AND SECTION 504.

Woodland Hills School District
New Vendor Information Form

Company Name: _____

Address: _____
(for purchase orders)

Phone: _____ Fax: _____

Contact Name: _____

e-mail address: _____

Billing Information (if different from above)

Remit to Name: _____

Address: _____

Phone: _____ Fax: _____

Social Security # or Federal Tax ID #: _____

Are you 1099 eligible? _____
(if yes, please submit a completed W-9)

MAKING OUR MARK IN EDUCATION

WOODLAND HILLS SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EDUCATION EMPLOYER AND WILL NOT DISCRIMINATE
ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE OR HANDICAP IN ITS ACTIVITIES, PROGRAMS OR EMPLOYMENT PRACTICES
AS REQUIRED BY TITLE VI, TITLE IX AND SECTION 504.