Disbursement Service’s goal is to process vendor forms within 3-5 days of receipt. Almost 1/3 of the forms submitted require additional time due to the information not being legible or the required documents are not being submitted with the form. In order to expedite the processing of vendor requests, please follow the guidelines listed below:

Vendor Authorization Form (VAF 1679) – Common Problems & Processing Tips

1. Best practice when requesting a vendor to be set up, is for the department to obtain the information directly from the vendor and types the data onto the Vendor Authorization forms (VAF) #1679 http://policy.umn.edu/prod/groups/president/@pub/@forms/@procurement/documents/form/um1679.pdf form. Handwritten forms are extremely difficult to read and can result in incorrect vendor information.

2. The Description of Services/Reason for Payment is a required field on all VAF’s. For new vendors, requesters are required to send vendors a W9 http://www.irs.gov/pub/irs-pdf/fw9.pdf to complete. The completed and signed W9 should be submitted along with the VAF. If the new vendor is a Sole Proprietor or Individual, departments are required to complete and submit the Independent Contractor Authorization Form http://policy.umn.edu/prod/groups/president/@pub/@forms/documents/form/um1650.pdf along with the VAF and W9.

3. For changes to existing vendors, requesters complete the appropriate fields on the VAF. Unless there is a vendor name change or tax ID change, a W9 is not required. The Independent Contractor Authorization form is not needed for changes.

4. Large volumes of Vendor Authorization Forms (VAF) #1679 are being submitted without the "Requested By" section at the bottom of the page completed. This section is critical for a vendor set up because it contains the fax/email information of the requester. If the information is not completed, Vendor Maintenance does not know who to contact if there is a question regarding the form but most importantly we do not know who to send the vendor number to if this information is missing.

5. Do not submit a separate fax cover sheet with the VAF form because the cover sheet may get separated, which may have contained important information. Also, the additional page takes up valuable space in ImageNow.

Please call the University Financial Helpline at 612-624-1617 or email linsys@umn.edu with questions