



**BERNALILLO PUBLIC
SCHOOLS**

224 N. Camino del Pueblo
Bernalillo, NM 87004

Keith Cowan
Superintendent

Phone: (505) 867-2317
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Board of Education
Olivia Calabaza
Isaac Herrera
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Ramona Salazar
Vincent Montoya

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In order to process reimbursements (such as refunds or per diem), employees must be added to iVisions as a vendor. Please complete the attached Employee Vendor Information Form. There is no need to fill out the Substitute W-9 as employees have a W-4 on file with payroll.

We'd appreciate you completing this form once you become aware you will need a reimbursement processed. Please return these via e-mail (see form for routing).

Please complete all fields of the attached form. Incomplete forms will be returned and will not be entered into iVisions until all information is provided.

Requests to add employees as vendors will only be accepted from department/site bookkeepers. Employees should complete this form and return it to their department/site bookkeeper to ensure forms are processed timely.

If you have questions regarding vendor setup or payments, please contact the Finance Department at (505) 867-2317.

Thank you for your cooperation.

BERNALILLO PUBLIC SCHOOLS

Finance Department
560 S. Camino del Pueblo
Bernalillo, NM 87004

EMPLOYEE VENDOR INFORMATION

Please type or print legibly.

Complete all fields or the form will be returned.

Please return via e-mail to Krystal Nicole Marquez, Purchasing Specialist/CPO: kmarquez@bps.k12.nm.us

Name _____ **Date** _____

Address _____

City _____ **State** _____ **Zip Code** _____

Phone _____ **Fax** _____

Reason employee needs to be added to iVisions as a vendor:

Social Security # _____

BPS School and/or Program _____

BPS REQUESTOR (Department/Site Bookkeepers) – PLEASE COMPLETE THIS SECTION:

Department/Site _____

Requestor Name _____