

What Type Of Documentation Do I Need For Vendors?

- A. Payments less than \$300.00 and are not professional services, contract labor or memberships do not require the vendor to be set up in FAMIS. The documents will be processed using the VID 17460005311.
- B. Payments for \$300.00 or more will require the vendor to be set up in FAMIS. If not previously set up, a Substitute W-9 or Certificate of Foreign Status is required. These documents will be processed with the actual vendor in the vendor field and the TAMU Temporary Working Fund VID 17460005311 as the Alt. Vendor.
- C. All professional services, contract labor or memberships require the vendor to be set up in FAMIS. If not previously set up, a Substitute W-9 or Certificate of Foreign Status is required. These documents will be processed with the actual vendor in the vendor field and the TAMU Temporary Working Fund VID 17460005311 as the Alt. Vendor.
- D. Student Travel: payments made to hotels and car rental agencies are 1099 reportable so these vendors are required to be set up in FAMIS. If not previously set up, a Substitute W-9 or Certificate of Foreign Status is required. These documents will be processed with the actual vendor in the vendor field and the TAMU Temporary Working Fund VID 17460005311 as the Alt. Vendor. Hotels should be coded as 5870 and car rentals should be coded as 5840 instead of 3410.
- E. Vendor Forms:
 - <http://finance.tamu.edu/fmo/ir/forms/substitutew9.pdf>
 - http://finance.tamu.edu/fmo/ir/forms/cert_foreign_status.pdf