

**POLICY NO. 10-18**

**TITLE OF POLICY:**

NEW VENDOR POLICY

**1.0 PURPOSE**

This Policy dictates the process for establishing a new vendor at Boston VA Research Institute, Inc. (BVARI).

**2.0 SCOPE**

All vendors established in the BVARI accounting system are covered by this policy.

**3.0 POLICY**

All information included in the **Vendor Setup Request Form** and the Internal Revenue Service **Request for Tax Payer Identification Number and Certification Form** (i.e., W-9, W-8BEN, or equivalent) must be made available in order to be an approved BVARI vendor for reimbursement by BVARI. Vendors paid directly by a BVARI credit card may be excluded from this requirement if approved by BVARI Finance.

**4.0 DEFINITIONS**

*Vendor*: Entities paid by BVARI that are not BVARI employees or VA employees seeking a reimbursement.

**5.0 RESPONSIBLE PARTIES**

*5.1 Principal Investigators*: Contact BVARI for any vendor purchases and obtain a **Vendor Setup Request Form** and other information from vendor as required.

*5.2 BVARI Board of Directors*: The Board of Directors is responsible for the overall policy and approval of all residual balance transfer requests.

*5.3 BVARI CEO*: The CEO is responsible for developing and administering a business process that provides optimal internal controls.

*5.4 BVARI Finance*: Finance is responsible for ensuring all required information is obtained from any new vendor, storing supporting documentation in the accounting system, remitting allowable and approved payments to vendors, and any vendor reporting.

**6.0 RELATED DOCUMENTS:**

## Vendor Setup Request Form

**7.0 REVISION HISTORY**

<b>Revision Letter</b>	<b>Author</b>	<b>Revision Date</b>	<b>Description of Changes</b>
A	Nancy Watterson-Diorio	01/26/2009	Original document
B	Jeffrey Burd	10/21/2015	Added W-9 completion for a new vendor to complete
C	Caitlin Crowley	11/18/2020	Cleaned up document structure and language
D	Denise Moody	8/18/2021	<ul style="list-style-type: none"><li>- Updated policy section to clarify that information found in the referenced forms is required but removed the method</li><li>- Clarified that BVARI credit card payments may be excluded from requirement if allowable</li><li>- Added PI, Board, and CEO responsibilities</li><li>- Removed procedures section and moved to BVARI Finance responsibilities</li></ul>