



### Employee Information Form

Sign and fax the completed Employee Information Form to:  
419-372-8416 - Attn: Purchasing Department

Employee Name _____	BGSU ID# _____
Department _____	Dept Phone # _____
Room Number _____	Email _____
Building _____	

**Sign Here** →

\_\_\_\_\_  
Form Completed By - Sign Name

\_\_\_\_\_  
Form Completed By - Print Name

<b>To Be Completed by Purchasing Department</b>
Vendor # _____
Vendor Short Name _____