



UNIVERSITY OF CENTRAL FLORIDA

Department of Procurement Services

12479 Research Parkway, Suite 600
Orlando, FL 32826-0050

Welcome, vendors!

The University of Central Florida welcomes you to become a vendor for our institution. Please complete the IRS W-9 form located on our website under "Vendors." Both the IRS and the University of Central Florida require the W-9 certification. Foreign vendors should review the foreign vendor instructions listed on our website for additional requirements. Upon receiving these documents, we are able to process your vendor file and make payments.

Please complete the W-9 form and email or fax it to Procurement Services for corporate vendors and Finance and Accounting for individual vendors using the contact information provided below.

Procurement Services

Fax: 407-823-5551

Email: procurement@ucf.edu

Finance and Accounting

Fax: 407-823-1067

We look forward to adding you to our organization.

Sincerely,

The Procurement Services Department