



Service Provider/Contractor/Vendor:

Thank you for your interest in doing business with California State University Channel Islands (CI). We are in the continuous process of maintaining an accurate and current vendor database. To help with our efforts, please complete the following forms (detailed below) and submit them to the CI Procurement office for processing.

Vendor Data Record (VDR) Form (204 Form)

Before Accounts Payable can process any payment we are **required** by state law to have a completed VDR Form on file. If you fail to return the VDR Form, your check could reflect an approximate 30% reduction. The withdrawn amount will be paid to the IRS or the Franchise Tax board. If you or your organization is not subject to backup withholding by the IRS or the Franchise Tax Board, returning the completed VDR Form will guarantee that CI issues the appropriate payment to your organization. Please be aware that Federal Form W-9 CANNOT substitute the VDR Form.

VDR Complement Form

Please fill out this form to contribute in developing/maintaining our Vendor/Contractor database with current information regarding your business, services and/or products. Completing this form is mandatory for entities doing business with CI. Submission of this form will help confirm all purchase orders, payments, and correspondences are promptly received by your business.

Voluntary Statistical Data Sheet (OPTIONAL)

This is a strictly voluntary form allowing vendors to provide information regarding ethnicity, race and gender.

Automated Clearing House Enrollment and Authorization Form (OPTIONAL)

You have the option to enroll in direct deposit. Please request the form if you wish to enroll in direct deposit

Please return completed forms via:

Email: purchasing@csuci.edu

Mail:

Contracts, Procurement, & Risk Management
California State University Channel Islands
Lindero Hall
One University Drive
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(805) 437-8592

Thank you for your interest in doing business with us.