



UNIVERSITY of NORTH CAROLINA WILMINGTON

This form is for adding new people/payees to Chrome River. Once processed the payee will be added to the system within 24 hours.

Please complete the section for the type of payee to be added and email the form to newvendor@uncw.edu

Employee:

Name: _____ Banner ID: _____

Campus Box: _____ Department: _____

Non-Employee/Student Traveler:

Name: _____

Street Address: _____

City/State: _____ Zip: _____

Phone: _____

Email: _____

Department responsible for travel: _____

Person responsible for entering travel: _____

Vendor:

Payee Name: _____

Payment Street Address: _____

City/State: _____ Zip: _____

Phone: _____ Fax: _____

Email (optional): _____

W9 Requested: Yes _____ No _____