

# Chrome River Vendor Create Request

**\*Required Information**

\*Banner ID: \_\_\_\_\_

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

\*Title: \_\_\_\_\_

\*Email: \_\_\_\_\_

\*US Person

OR

\*OneID: \_\_\_\_\_

\*Non US Person

\*Traveler: Student  or Non-employee Affiliate  or Candidate for Interview   
*(attach documentation) (initial below) (attach letter of invitation)*

University Delegate:

\*Delegate's Name: \_\_\_\_\_

\*Banner ID: \_\_\_\_\_

\*Departmental Approver's Name: \_\_\_\_\_

\*Banner ID: \_\_\_\_\_

**\*Student traveler certification:**

I certify the student related travel expense is **NOT** a scholarship award or part of a scholarship award.

The expenses incurred for the student traveler:

(initial one of  a) are for university business only.

the following)  b) are designated travel awards

OR

**\*Non-employee affiliate certification:**

initial here →  I certify the vendor/non-employee affiliate is **NOT** an independent contractor, or receiving an honorarium.

\*Submitted by: \_\_\_\_\_

**OFFICE USE ONLY!**

Check once you have verified the AP1 address or have Updated the AP1

PIDM # \_\_\_\_\_

Submit completed form to: [cradmin@ncat.edu](mailto:cradmin@ncat.edu)

5-Nov-19