



THE GEORGE  
WASHINGTON  
UNIVERSITY  
WASHINGTON DC

**Responsible University Official:**  
Director, Financial Systems Support  
**Responsible Office:** Financial  
Systems Support  
**Origination Date:** Not Available

## SUPPLIER REGISTRATION POLICY

### Policy Statement

Individuals, sole proprietors, companies and organizations interested in becoming or maintaining their status as a University supplier must register with the University by completing and signing certain forms, and must abide by the University’s [Standard Purchase Order Terms & Conditions](#). Payments will not be made to a supplier until the applicable Supplier Registration forms have been returned to Financial Systems Support for processing.

### Reason for Policy/Purpose

This policy is necessary to maintain compliance with various federal and local requirements, including but not limited to those relating to anti-kickback, anti-terrorism, debarment, equal opportunity, lobbying, tax reporting, and use of minority businesses.

### Who Needs to Know This Policy

Faculty, staff and contractors

<b>Table of Contents</b>	<b>Page #</b>
Policy Statement .....	1
Reason for Policy/Purpose .....	1
Who Needs to Know This Policy.....	1
Table of Contents .....	1
Policy/Procedures .....	2
Forms .....	2
Website Address .....	3
Contacts.....	3
Related Information .....	3
Who Approved This Policy .....	3
History/Revision Dates .....	3

## SUPPLIER REGISTRATION POLICY

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### Policy/Procedures

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In order for the University to comply with federal and local laws and regulations, prospective suppliers must register with the University by completing and signing certain forms as set forth below, and must abide by the University's [Standard Purchase Order Terms & Conditions](#).

1. Independent contractors providing goods and services, individuals or sole proprietors receiving honoraria, and students receiving a service payment must register as a supplier as follows:
  - a) Complete IRS Form W-9
  - b) Provide the Twenty Factors Test for Determining Contractor or Employee Status Form which is completed by the University employee requesting the goods or services
  - c) Complete the Supplier Registration Form
2. Companies and organizations registered *in the United States* must register as follows:
  - a) Complete IRS Form W-9
  - b) Complete Supplier Registration Form
3. Companies and organizations registered *outside the United States* must register as follows:
  - a) Complete the Supplier Registration Form
  - b) Complete all required forms as identified by the Tax Department. (The University employee requesting the goods or services must consult with the Tax Department to determine tax status and forms required).

All necessary forms are available in the [Supplier Registration Packet](#). All supplier information must be sent to Financial Systems Support at 44983 Knoll Square, Building 2, Suite 225, Ashburn, VA 20147, or faxed to (703) 726-4266, or sent by e-mail to [supmaint@gwu.edu](mailto:supmaint@gwu.edu).

Financial Systems Support will utilize federal government documents on a periodic basis to evaluate supplier information and confirm that suppliers have not been debarred by the federal government. All debarred suppliers will be flagged in the Enterprise Accounting System (EAS) and precluded from doing business with the University.

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### Forms

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[Supplier Registration Packet](#)

## SUPPLIER REGISTRATION POLICY

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### Website Addresses for This Policy

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[GW University Policies](#)

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### Contacts

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Subject	Contact	Telephone
Questions	Financial Systems Support <a href="http://www.gwu.edu/~gwco/fss.html">http://www.gwu.edu/~gwco/fss.html</a>	(703) 726-4600
	Tax Department <a href="http://www.gwu.edu/~tax">www.gwu.edu/~tax</a>	(202) 973-1000

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### Related Information

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[1099 Tax Reporting and Withholding Policy](#)  
[Conflict of Interest Policy for Non-Faculty Employees](#)  
[Federally-Debarred Suppliers Policy](#)  
[Standard Purchase Order Terms & Conditions](#)  
[Supplier Selection Policy](#)  
[Worker Classification Policy: Independent Contractor v. Employee Status](#)

Copeland "Anti-Kickback" Act (18 U.S.C. §874) as supplemented by Department of Labor Regulations (29 CFR Part 3)  
[Federal Government Excluded Parties Listing System \(EPLS\)](#)  
[Federal Acquisition Regulations](#) (generally)  
[OMB Circular A-110](#)

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### Who Approved This Policy

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Beth Nolan, Senior Vice President and General Counsel  
Louis H. Katz, Executive Vice President and Treasurer

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### History/Revision Dates

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**Origination Date:** Not Available  
**Last Amended Date:** July 25, 2007  
**Next Review Date:** July 1, 2010