Request Vendor Setup: Non-TX State Employee/Student

STEP 1: Vendors that are not Texas State employees or students should complete the **FS01 Vendor Maintenance form** and submit to Purchasing Office.

**Mail:**
601 University Drive  
JC Kellam Building, Suite 527  
San Marcos, TX  78666

**E-mail:** vendorrequests@txstate.edu

If you have questions, contact the Purchasing Office at (512) 245-2521.
STEP 1: Complete the online FS02 Vendor Maintenance form to add a current Texas State student worker as a vendor.

Section A - Vendor General Information

Student/Employee Id (i.e. A00XXXXXX) *

Name *

Section B - Requesting Department Information

Requestor Name *

Requestor Phone *

Email *

Submit

Tip

As part of the TRAVELTracks implementation, ALL current faculty & staff are set up as vendors. Please allow time for a new employee record to be created in the system.

If you have questions, contact the Purchasing Office at (512) 245-2521.