

Matt Blunt
Governor



Michael N. Keathley
Commissioner

State of Missouri
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Thomas J. Sadowski
Director

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: June 27, 2007
RE: New Vendor Input Form

The new Vendor Input Form is now available for agency and vendor use. The new version document number is MO 300-1489 (5-07) and is available online at <http://www.oa.mo.gov/acct/>. The form and instructions are located on the right side of the screen, under the heading FORMS. It is also available to state agencies in Forms Management/OneForm. Vendors may either complete the form online and print for signature, or print the form for completion and the signature. Please assure that all agency division offices are made aware of this change and that all previous versions of the Vendor Input Form are destroyed.

As a reminder, the Vendor Input Form may be submitted to OA/Accounting directly by the vendor, or it may be routed through a state agency. The forms may be submitted by the following methods:

- Faxed to OA/Accounting at (573) 526-9813
- As an e-mail attachment sent to vendor@oa.mo.gov
- Mailed to OA/Accounting, P.O. Box 809, Jefferson City, MO 65102

If you have questions, please contact Becky Masters at (573) 751-4923 or Michelle Giboney at (573) 751-4151.