

Matt Blunt
Governor



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Commissioner

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Thomas J. Sadowski
Director

MEMORANDUM

TO: State Agencies
FROM: OA/Division of Accounting
DATE: February 2, 2006
RE: Updated Version of the Vendor Input Form

The State of Missouri's Vendor Input Form [MO 300-1489 (8-05)] was updated to better capture change of address information. Agencies may access and download the form and instructions through One Form on the SAM II Financial website by going to SAM II Financial Policies and Procedures, SAM II Forms, Download Eforms, Universal Forms Index, SAM II Purchasing, Vendor Input (8-05). This form can also be obtained from OA/Accounting's website, www.oa.mo.gov/acct/, by clicking on Vendor Input Form under the heading Forms.

Please advise all division offices and other appropriate personnel within your agency of this change and begin using the updated version of the form **immediately**, if you are not already.

If you have any questions or need assistance, please contact Rebecca Masters at (573) 751-4923 or OA/Accounting at (573) 522-6000.