

**Cuyahoga County Division of Children and Family Services  
(CCDCFS)  
Policy Statement**

**Policy Chapter:** Contracting and Travel  
**Policy Number:** 13.07.01  
**Policy Name:** Vendor Request

**Original Effective Date:** 04/03/2006  
**Revision Date(s):** 04/01/2019, 04/01/2016, 04/01/2013, 04/09/2008  
**Current Revision Date:** 05/01/2022  
**Approved By:** Cynthia G. Weiskittel

**PURPOSE:** The purpose of this policy is to ensure that the Cuyahoga County Division of Children and Family Services' (CCDCFS) vendors are entered into the fiscal system in order to complete a purchase order for requesting and issuing payment on services rendered.

**SCOPE:** This policy pertains to all CCDCFS staff who process purchase order requests.

**POLICY**

- I. A vendor must be entered into the fiscal system in order to generate a Purchase Order authorizing the purchase of goods and/or services.

**PROCEDURES**

- I. **To request a new vendor set-up:**
  - A. Send an email request via Microsoft Outlook to:  
[Request.Vendor@jfs.ohio.gov](mailto:Request.Vendor@jfs.ohio.gov)
  - B. Include in the subject line: The name of the vendor or provider
  - C. The body of the text must include the following information:
    1. Vendor Name (This must be the vendor's legal name under which they will certify their Taxpayer ID Number)
    2. Attn/Notes (Optional)
    3. Contact (Optional)
    4. Address
    5. City/State/Zip
    6. Phone/Ext (Optional)
    7. Fax # (Optional)
    8. FAMIS Number (if available)
  - D. If a W-9 Form has been provided, attach it to the email request.
  - E. An email reply will be generated within 24 hours of the request to advise of the update in the CCDCFS Fiscal System.

**II. To request an address change for an existing vendor:**

- A. Obtain an updated W-9 Form advising of the address change
- B. Send an email request via Microsoft Outlook to:  
[Request.Vendor@jfs.ohio.gov](mailto:Request.Vendor@jfs.ohio.gov)
- C. Include in the subject line: Address Update (Vendor Name)
- D. The body of the text must include the following information:
  - 1. Vendor Name and current Vendor ID Number
  - 2. Contact (Optional)
  - 3. Address
  - 4. City/State/Zip
  - 5. Phone/Ext (Optional)
  - 6. Fax # (Optional)
  - 7. FAMIS Number (if available)
- E. Attach the W-9 Form to the email request
- F. The address will not be updated at the County Fiscal Office without providing a completed W-9 Form.
- G. An email reply will be generated within 24 hours of the request to advise of the update in the CCDCFS Fiscal System.