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## Request Vendor Setup: Non-TX State Employee/Student

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**STEP 1:** Vendors that are not Texas State employees or students should complete the [Payee Substitute W-9 and Direct Deposit Authorization](#) forms and submit to Procurement and Strategic Sourcing:

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

**Fax:**             (512) 245-8990

**E-mail:**         [Vendorrequests@txstate.edu](mailto:Vendorrequests@txstate.edu)

If you have questions, contact the  
Office of Procurement and Strategic  
Sourcing at 512.245.2521