

	Department of Human Services Online Directives Information System	Index: Revised: Next Review:	POL 1223 04/03/2019 04/03/2021
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SUBJECT: Vendor Code Requests

POLICY

The Department of Human Services (DHS) requires all requests for new vendors to be used in the agency’s Accounts Payable system be submitted in writing. All requests must include a completed and signed IRS Form W-9.

All Vendors must have valid Vendor Codes in the state’s financial system, TeamWorks, prior to receiving payments.

A. Authority

- Executive Reorganization Act, Section 1201, Georgia Laws 1972
- Official Code of Georgia Annotated (O.C.G.A.) § 49-2-1, DHS created effective July 1, 2009

B. References

- The DHS Vendor Code Request form is available on the DHS Employee Intranet site:
https://intranet.dhs.ga.gov/Departments/Office_of_Financial_Services/Home/
 The form can be found in the Accounts Payable section and is labeled Vendor Management.
- Statewide Business Process Policy & Procedures (State Accounting Office)
Section: Disbursements and Purchases
Title: Vendor Management Policy
https://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/BP_Vendor_Management_FINAL_061517.pdf
- The IRS Form W-9 and instructions.
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

C. Applicability

All Department of Human Services divisions and offices must comply with this policy and associated procedure to establish valid vendor codes in the state's financial system, TeamWorks (PeopleSoft).

D. Definitions

- Vendor – an organization, individual or employee receiving payments from the Department of Human Services through the TeamWorks Accounts Payable system. For employees, these payments relate to travel expense reimbursements.
- IRS Form W-9 – is an official Request for Taxpayer Identification Number and Certification. It is used to verify the vendor's tax status with the IRS.

E. Responsibilities

- The DHS divisions and offices must determine when a vendor code is required to make payments. The DHS divisions and offices are responsible for obtaining the IRS Form W-9 from the vendor and submitting it the DHS Office of Financial Services (OFS).
- The Office of Financial Services ensures all vendor code requests are appropriately documented with an IRS Form W-9 and subsequent submission of the request to the State Accounting Office (SAO).

F. History

The policy is a revision and an update to POL 1223 which was effective July 10, 2007

G. Evaluation

The DHS Office of Financial Services together with the State Accounting Office (SAO) evaluate the effectiveness of this policy and it associated procedures.