



Prospective Employee/Prospective Donor Set up Form

The TWU department is to complete the information in sections 1 & 2 so a supplier can be established in Oracle. The supplier number will allow a temporary profile for the candidate to be set up in Concur.

Once sections 1 & 2 have been completed, email the form to TWUVendor@twu.edu.

1. Prospective Employee/Donor Contact Information (to be completed by the TWU department)

Name	
Address	
Address 2	
City, State, Zip Code	
Email Address	

2. TWU Department Information (to be completed by the TWU department)

Department Name	
Employee Name	
Email Address	
Account number*	
Campus Name	
Date(s) of Travel	
Date of Travel Booking	

*account number to be used for travel expenses related to this candidate.

3. Supplier Information (to be completed by Procurement & Contract Services)

Supplier Number	
Inactive Date**	

** 60 days after the last date of travel stated in section 2.