



TO: All University Suppliers

RE: Vendor/Supplier Registration

Please note that the Vendor Registration Form must be completed and submitted by suppliers who do business with Oral Roberts University.

The Vendor Registration Form must be on file before purchase orders can be issued, and prior to the submission of RFPs or RFQs. *Please be certain that you have a Purchase Order and/or Purchase Order number prior to providing goods or services. Please reference the PO number on all invoices.*

Fields must be completed in full and a signature is required.

Transmittal of documents may be made by completing the form and e-mailing to [vendors@oru.edu](mailto:vendors@oru.edu), or submitting by facsimile to 918-495-6985.

Questions about the form or this process may be directed to one of the following offices:

Vendor Services            918-495-7531/7549

Accounts Payable        918-495-7544

We greatly value our business relationship with you, and thank you for your assistance.

Sincerely,

Renee' Lohmann  
Accounts Payable Manager

***Oral Roberts University Accounts Payable***  
7777 S. Lewis Ave, Tulsa, OK 74171