



## Registration Form

### TEAM-Math & AMSTI Professional Learning Communities

Summer Academy 2015

June 8-12, 2015

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Home Email Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

School Name: \_\_\_\_\_

Work Email Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Do you prefer e-mail to be sent to you at home or work? \_\_\_\_\_

Cell Phone: \_\_\_\_\_ (optional)

Grade Band/Courses Taught: \_\_\_\_\_

Emergency Contact Information:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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I hereby grant TEAM-Math & AMSTI, and its project members, to photograph, video tape, or audio tape me for use in publications related to the Summer Academy.

Yes     No    Signature \_\_\_\_\_

## Payment Questionnaire

Name \_\_\_\_\_ School \_\_\_\_\_

To help us pay you promptly, please answer the following questions and follow the directions given.

Circle the correct answer for each question.

1. Are you currently enrolled in classes at Auburn University (AU) or at Auburn University in Montgomery (AUM), or are you currently mentoring an intern from AUM? Yes No

*If yes, then you need to complete special payment paperwork. If you have not done so yet, or if you plan to enroll for any classes at Auburn University or AUM, this summer, please notify Lisa Ross at (344) 844-6881 or [rosslis@auburn.edu](mailto:rosslis@auburn.edu) so that instructions can be sent to you before the Summer Institute. You will not need to answer the remaining questions.*

2. Have you ever been employed by Auburn University or Auburn University in Montgomery in any capacity within the past year? Yes No

*If yes, your information should already be in the system, and you can be paid with no further action on your part. If additional information is required, we will contact you. You will not need to answer the remaining questions.*

Please furnish the following information for our records:

Date of employment: \_\_\_\_\_

Department employed: \_\_\_\_\_

3. Have you registered as a vendor at <http://vendor.auburnuniversity.net>? Yes No

Vendor Number \_\_\_\_\_

***If yes, then your information is complete.***

4. If you have answered no to all of the above questions, then please follow the directions below to register as a vendor. You will receive an email from procurement and payment verifying your completion of registration. Please forward this email to Lisa Ross [rosslis@auburn.edu](mailto:rosslis@auburn.edu) to complete the payment process Be sure to write down your login and password.

- Go to <http://vendor.auburnuniversity.net> and click on New User Registration
- Set your password (choose individual/sole proprietor as vendor type)
- Log on as a vendor using the password just created
- Under Fast Paperwork Management click on basic information
- Complete Basic Data - enter
- Complete the Fast Management Paperwork
  - IRS W-9 Form - *replaces the paper W-9 form*
  - Payment Verification – *how payment is to be received.*
  - Supplier Information – *check “Educational Services”*
  - Address Verification – verify information
  - Contact Directory – verify information
  - User Profile – verify information