

MIDDLE GEORGIA STATE UNIVERSITY

PaymentWorks Supplier Request Form

The University System of Georgia (USG) has partnered with PaymentWorks to both automate and strengthen controls surrounding supplier onboarding for those suppliers or individuals conducting business with the USG. Middle Georgia State University (MGA), in turn, has implemented PaymentWorks. In order to send an invitation to a potential supplier, we need the information below:

Company/Individual Name:* _____

Contact E-mail:* _____

Verify Contact E-mail:* _____

Reason for inviting this supplier (choose one)*:

- Product
- Service
- Product and Service

Description of Goods and Services:* _____

MGA employee requesting supplier invitation: *

Name: _____

Signature: _____

Date: _____

*Required Field

Please send this completed form to supplier@mga.edu

If you have any questions concerning this form, please contact Barbara Burns (barbara.burns@mga.edu) or Christy Colvin (christy.colvin@mga.edu).