



CHICAGO PUBLIC SCHOOLS

Jean Claude Brizard
Chief Executive Officer

DEPARTMENT OF PROCUREMENT AND CONTRACTS
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http://www.csc.cps.k12.il.us/purchasing/

Sébastien de Longeaux
Chief Procurement Officer

Vendor must complete this form and attach documentation to support the change of address and /or name of the Vendor. For a mere change in name, Vendor must attach to the Form supporting documentation, such as documentation from the Secretary of State. If no such documentation was filed with the State (for instance, a mere change of address), the vendor must provide a letter on the company's letterhead authorizing the change of address and identifying the new address. This letter must be signed by an officer of the company, noting the title of the person signing the letter. This Form does not apply to mergers and reorganizations which result I changes of names or addresses. These changes must be reported to the Department of Procurement and Contracts via a new Contractors Disclosure Form within five (5) business days of their occurrence.

CHANGE OF ADDRESS REQUEST

VENDOR #: _____

NAME: _____

SOCIAL SECURITY #: / FEIN # _____

EFFECTIVE DATE: _____

VENDOR CHANGES

Table with 2 columns: VENDOR INFORMATION (change from) and VENDOR INFORMATION (change to). Rows include Business Name, Address, City, State, Zip Code, Telephone, and Fax.

Please list additional changes: [Empty box for listing changes]

Signature

Date