



TEXAS WOMAN'S UNIVERSITY™

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 TWUSupplier@twu.edu.

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

Table with 2 columns and 5 rows: Name as it Appears on your Driver's License or Passport, Address, City, State, Zip Code, Email Address, Date of Birth

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

Table with 2 columns and 7 rows: 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)

Table with 2 columns and 2 rows: Supplier Number, Inactive Date**

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