



New York State Office of the State Comptroller  
NOTICE OF INTENT TO PARTICIPATE IN THE  
VENDREP SYSTEM

Business Unit:

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Department ID:

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Authorized Individual (person authorized by the Agency to submit this form)

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Check here if your agency has not designated at least one VendRep System Communication Liaison

Return form via one of the following:

Mail: VendRep – Communications Manager, 11<sup>th</sup> Floor, 110 State Street,  
Albany, NY 12236

Fax: 518-408-3827

E-mail: VendRep@osc.ny.gov