

**SECTION 16: VENDOR NAME CHANGE**

**16.0 Vendor Name Changes**

- 16.0.1 When a vendor who has been awarded a formal written quotation or a formal proposal has a name change through a merger, acquisition, etc., Procurement will verify the name change and the new vendor's willingness to provide the items or services under the same terms and conditions. Once verification is complete, Procurement will notify any affected departments or divisions so that proper measures can be taken to change all affected records.
- 16.0.2 Procurement also has the authorization to accept and validate a vendor name change on an informal written quotation or informal proposal.