

VENDOR APPLICATION

(FORM MUST BE TYPED FOR LEGIBILITY)

Nogales Unified School District No. 1
Purchasing Department
310 W. Plum Street Nogales, Arizona 85621
Phone :(520) 397-7933 / FAX (520) 287-6618
E-MAIL: ncontre@nUSD.k12.az.us

New Application
Update Application
Bidder's Application

Purchase Order Address:

Business Name: _____ (name invoiced under)

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ PO Email: _____

Vendor Representative Name/designated department): _____ E-mail: _____

Telephone #: _____ FAX #: _____ Toll Free #: _____

Remittance/Payment Address:

Business Name: _____ (name invoiced under)

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Accounting Representative Name: _____ PO E-mail: _____

Telephone #: _____ FAX #: _____ Toll Free #: _____

(Special Note: Form W-9 – Request for Taxpayer ID # and Certification - is required to add an individual or company/firm to our files.)

IDENTIFICATION: Federal ID #: _____ Social Security Number (if individual) _____

AZ Sales Tax ID: _____ Your City Sales Tax Rate: _____

TYPE OF ORGANIZATION (check one): Individual Partnership Public Utility Corporation Non-Profit Government Agency

VENDOR CATEGORY (check one): Disadvantaged Business Small Business Woman Owned Non-Small/Non-Disadvantaged

TYPE OF BUSINESS (check one): Consultant Broker Construction Service Manufacturer Retailer Factory
 Wholesaler Surplus Dealer Financial Communication Architect/Engineer
 Other _____

COMMODITY/ITEM OR SERVICE OFFERED (please specify) _____

Professional Service** (Please specify service(s) type) _____

******* A copy of the Valid Fingerprint Clearance Card must be submitted with this application pursuant to A.R.S. 41-1758 et seq. Vendor will be not be authorized to provide services if the copy of Fingerprint Clearance Card is not submitted with this application*******

Invoice Terms: _____
(your terms for receiving payment)

FOB Point: _____
(Destination, Origin, other)

This form must have all information filled out completely. Tax numbers and the form W-9 are important for legal representation of lawful vendors. Only lawful vendors will be added to our computer system. **Be advised that your application will not be added without the W-9 form attached.** Please fill out information as it pertains to your type of business and return the forms via mail or fax or to the district office purchasing department at (fax) 520-287-6618. This form must be legible, especially when faxing.

REFERENCES (schools preferred)

Name: _____

Name: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone: _____

Phone: _____

NUSD Personnel Only-required for processing): Request submitted by (employee and site): _____ Form Revised 10/7/13

INSTRUCTIONS

Please type this form, if at all possible. Faxed copies are often difficult to read when hand written.

Vendor's name should be completely spelled out. No initials, if relevant.

Mailing address should be where purchase orders should be sent to. The vendor representative space can be listed as a department if no one individual is named.

Please provide toll free numbers if available.

Federal ID number is required. State ID and state tax rate is required for Arizona vendors. Social Security Number is required for sole proprietorships and individuals.

Please check one box in each of the following three sections (type of organization, vendor category, and type of business).

Please list a general category of commodities or services offered.

Vendors provided Professional Services must provide a copy of a Valid Fingerprint Clearance Card. Vendors will not be authorized to provided services if this fingerprint card copy is not provided with this application.

You are responsible to notify NUSD of any and all changes stated herein. Failure to do so may result in your company not receiving a bid/RFP in a timely fashion, or removal from the bidder's list.

All catalogs or product folders are kept on file in our reference library for two (2) years.

Bid applications: Failure to respond to two consecutive bids will result in your removal from our bid list. By definition, a "no bid" written on our bid documents and returned in properly sealed envelopes is considered a response.