

VENDOR APPLICATION PACKET (Must be accompanied by a W9 Link listed on 2nd page)

Vendor is responsible to update any changes with the district

PLEASE NOTIFY OF ANY CHANGES IMMEDIATELY



Vail Unified School District No. 20
 Attention: Purchasing Department
 13801 E Benson Hwy. Ste. B. Vail, AZ 85641
 purchasing@vailschooldistrict.org

LEGAL BUSINESS INFORMATION		REMIT / PAYMENT INFORMATION	
Business/Organization/Individual Name :		Make Checks Payable to:	
Street Address:		Address to Remit Payment:	
Street Address 2:		City:	
City:		State:	
State:	Zip Code:	State:	Zip Code:

BUSINESS CONTACT		REMIT CONTACT	
Contact Name :		Contact Name :	
Email Address:		Email Address (For Accounts Payable):	
Phone Number:		Phone Number:	
Email for Receiving POs:		Fax Number:	
Web Address:			

ACCEPTANCE & TAX INFORMATION							
Does Your Company Accept Purchase Orders?				Yes:		No:	
Federal Tax ID or SSN #:							
Indicate tax classification: ___ Individual/Sole Proprietor ___ Corporation ___ LLC (C) ___ LLC (S) ___ LLC (P) ___ non-profit ___ other							
Do you Remit Arizona State Sales Tax?				Yes:		No:	
If Yes, Add AZ Sales Tax ID # :							
DUNS # if applicable :							
Does your Company provide : Goods Services Both							
Please Describe:							
Are You a VUSD Employee:				Yes:		No:	
If Yes, Explain:							
Relative of VUSD Employee:				Yes:		No:	
If Yes, Explain:							
*If you are a member of one of the following Cooperatives, please indicate all that apply:							
COOPERATIVE	Yes	No	Contract #	COOPERATIVE	Yes	No	Contract #
State of AZ				National IPA			
MOHAVE				NJPA			
TCPN				City of Tucson			
1GPA				US Communities			
S.A.V.E.				OTHER			

Printed or Type Name:	Title:
Signature:	Date:

If you would like to be on the VUSD bidders list; please register on the site: azpurchasing.org

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The Purchasing Department must receive a vendor application and a W9 for every vendor before any purchase can be process. Please follow the instructions below. Any questions can be directed to the Purchasing Department, Tori Gamble 520-879-2028 or Sue Masanz 520-879-2059; or email purchasing@vailschooldistrict.org

**Be advised that a VENDOR will not be added without a completed W-9 form (to find the updated version, please click on the link listed below).*

1. IRS FORM W-9

This form is also on our website and is required to be returned along with the vendor application. Tax numbers and the W-9 form are important for legal representation of lawful vendors. Only lawful vendors will be added to our computer system.

2. Form Instructions

You may download this form from our website (not a “fillable” form) or directly from the following IRS link <https://www.irs.gov/pub/irs-pdf/fw9.pdf> with the updated version.

*Special Note: If this application is being completed for a bid or RFP, you must include it with your packet being submitted. It is a formal document to the solicitation.

3. Vendor Application Instructions

Vendor's name should be completely spelled out. Please complete the vendor name and address block appropriately as some vendors have a different remit name and address.

Address should correspond to the ordering address as well as the remit address, if applicable. 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. ***required field**

Identify the Cooperative and the appropriate contract number (If applicable).

NOTE: This form allows Vail Unified School District #20 to issue Purchase Orders and payment to you. It does not provide inclusion in the VUSD Vendor's Bid List. To be included in future BID / RFP opportunities - you must register separately at <http://azpurchasing.org/>