



Park Hill School District

Building Successful Futures • Each Student • Every Day

Date:

Thank you for your interest in becoming a Park Hill School District vendor. In order to become a district vendor, please complete the attached Form W-9, and Vendor Information Form then mail, email or fax to contact below.* Federal Income Tax Law requires Park Hill School District to have a taxpayer identification number (TIN) for every vendor. Forms are to be filled out with complete and accurate information matching the IRS. Park Hill School District will NOT make payments to any vendor until this information is obtained. Debarred vendors are not eligible to become a Park Hill School District vendor.

Park Hill School District requires an official district purchase order, signed by Purchasing Agent, to accompany any purchase/order. Payments are not made at point of purchase. The district purchase order number must be included on all invoices and any correspondence between a vendor and the district.

If you have any questions, please feel free to call.

*Return forms to:

Name:

School:

School address:

Phone number:

Email address:

Fax number:

In accordance with Park Hill School District policy GBCA, goods or services cannot be purchased from a PHSD employee, his or her spouse, or dependent children. This includes any companies that the PHSD employee, his or her spouse, or dependent children may benefit financially from.



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Vendor Information Form

MUST BE COMPLETED BY VENDOR

Invoice payment information (check payable to)

Name: _____

Street address: _____

City/State/Zip: _____

Contact name: _____

Contact number: _____

Fax number: _____

Email address: _____

Website: _____

Are credit card payments accepted on open invoices: Yes No

If yes, is there a fee charged? Yes No

Indicate what best describes the product/service your company provides.

Supplies

Description: _____

Service

Description: _____

Equipment

Description: _____

Signature of person completing form: _____ Date: _____

For Park Hill School District Employee Use ONLY

Contact name: _____

Office staff only (no teachers/coaches)

Building: _____