

Vendor/Supplier/Service Provider Packet

Thank you for your interest in doing business with Ventura Unified School District. To assist with our efforts to maintain complete and accurate vendor information, please provide the following information.

REQUIRED IRS Form W-9, Request for Taxpayer Identification Number and Certification

REQUIRED Ventura Unified Vendor/Supplier Data Sheet (Page 2 of this packet)

Purchasing information, questions and adding/updating vendor information:

Purchasing Department

purchasing@venturausd.org

(805) 641-5000 ext. 1350

A purchase order from Ventura Unified Purchasing department must be received by a vendor in order to begin work, ship goods, or provide services to the district. Verbal contracts, agreements or other promises are not valid agreements and will not be accepted.

Any changes require a formal change order to the original purchase order and no work/services/goods should be provided until the change order is received by the vendor.

Ventura Unified is subject to sales tax on tangible goods. The current sales tax rate for the City of Ventura should be included on quotes and invoices (2021 rate - 7.75% sales tax).

Vendors must provide packing slips in all shipments that include the corresponding purchase order listed clearly on the packing slip. Shipments without purchase order numbers may be refused.

Accounts Payable information and questions:

Accounts Payable

accountspayable@venturausd.org

- Ventura Unified prefers that invoices and statements be sent by email or obtained through a customer portal whenever possible.
- Invoices for Ventura Unified must contain the following information:
 - Vendor Name and Address
 - Vendor Invoice Number
 - Vendor Invoice Date
 - Ventura Unified Purchase Order Number
 - Detailed list of items, quantities, services, etc.
 - Total goods/services costs
 - Shipping costs
 - Sales tax on tangible goods received at our warehouse. 2021 rate - 7.75% sales tax
 - Total invoice cost
- Payments will be made by check and issued based off valid purchase orders.
- Missing or incorrect information will cause delays in payment.



Ventura Unified School District
Vendor/Supplier Data Sheet

Please complete the following information for our records.

Missing information may delay the registration, ordering, or payment process.

Date: _____

Vendor Legal Name: _____

Vendor DBA Name (if applicable): _____

Vendor Dun & Bradstreet D-U-N-S® Number (if applicable): _____

DIR Registration Number (if applicable): _____

License Type (if applicable): _____

License Number and expiration (if applicable): _____

Physical Address Line 1: _____

Physical Address Line 2: _____

Physical Address City, State, Zip: _____

Remit Address Line 1: _____

Remit Address Line 2: _____

Address City, State, Zip: _____

Website: _____

Vendor contact information for sales/purchasing inquiries:

Name/Department: _____

Phone: _____

Email (s): _____

Do you accept purchase orders*? Yes No (If no, please explain payment methods accepted below.)

**Purchase orders are the preferred method of payment per Ventura Unified Board Policy (BP3310).*

- Ventura Unified is committed to “going green” and prefers electronic methods of communication where possible. If your company provides online customer portals for ordering, invoices, and/or statements, please provide additional details.
 - If you would like to provide a catalog, or information on products or services, please email purchasing@venturausd.org or mail to Ventura Unified School District, Attn. Purchasing
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