

# **PURCHASING DEPARTMENT**

## **"VENDOR CREATE" FORM - For New/Updated Vendors**

### ***REQUIRED INFORMATION:***

Business Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax#: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

P.O.C. Name \_\_\_\_\_

Number/Ext. \_\_\_\_\_

Email Address: \_\_\_\_\_

Website \_\_\_\_\_

### ***QUESTIONS FOR VENDOR:***

1. Does Vendor accept Purchase Orders from School Districts? **YES/NO**
  2. Does Vendor require Credit Application? **YES/NO**
  3. Does the Vendor offer an Educational Discount? **YES/NO**  
Discount/Contract Code: \_\_\_\_\_
  4. Shipping & Handling Charges, standard rate to Alaska? \_\_\_\_\_
  5. Required Attachments:
    - (This completed form) (attach to Requisition)
    - W9 Form (attach to Requisition)
- Required For all Services:***
- Vendor's Certificate of Insurance (attach to Requisition)
  - Service Contract/Agreement (attach to Requisition)