



Douglas County School District
Business Services Department

1638 Mono Avenue
Minden, NV 89423
Phone: (775) 782-5131
Fax: (775) 782-3162

VENDOR APPLICATION/INFORMATION UPDATE

In order to be added as a vendor to the DCSD database, this form must be completed and submitted accompanied by a completed and current W-9. If you have any questions regarding this form, or the process to become a vendor, please call Business Services at (775) 782-5131.

Check One: ☐ *New Application* ☐ *Update Information*

Vendor Name:					
Doing Business As (DBA) if applicable:					
Mailing Address:					
<i>Phone:</i>		<i>Fax:</i>			
<i>Email:</i>		<i>Website:</i>			
REMIT TO Address:					
<i>Federal Tax ID or SSN:</i>					
<i>Contact Name:</i>					
<i>DCSD Employee?</i>	Y / N	<i>Relative of DCSD Employee?</i>	Y / N	<i>1099 Reportable?</i>	Y / N
<i>Have you ever done business with DCSD?</i>	Y/N	<i>If so, when?</i>			

Brief Description of Company Products/Services:

★ DCSD issues checks once a month; payment is made on the second Tuesday, following board approval. Purchase orders with original invoices that are not received by the 25th of each month could result in a delay of payment up to 45 days.

I certify under penalty of perjury the information supplied herein is true and correct and that I have read and understand this form in its entirety.

Vendor Signature: _____

Date: _____

Print Name: _____

Title: _____

SCHOOL SITE USE ONLY

SITE REQUESTING: _____

SUBMITTED BY: _____

DCSD USE ONLY

_____ **Reviewed and Approved by CFO**

_____ **Processed by AP**