



BAKERSFIELD CITY SCHOOL DISTRICT

EDUCATION CENTER – 1300 BAKER ST. BAKERSFIELD, CA 93305

Department of Stores and Purchasing Vendor Information

To process any type of payment and issue a purchase order, your organization or company information must be added or verified in our system. Please complete this Vendor Information form and return it promptly via email to the requesting party. Should you have any questions regarding this information, please call Cara Rodriguez at 661-631-4714.

PLEASE COMPLETE THE FOLLOWING

Company/Organization Name: _____

Other Names(s) Organization is “Doing Business As” (DBA): _____

Company/Organization service or commodity: _____

Company/Organization Primary Telephone Number: _____

Company/Organization Fax Number: _____

Does your company/organization accept Purchase Orders? _____

Email address to send Purchase Orders to: _____

Physical Address	Remit Address (if different from mailing address)
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Attention To: _____	Attention To: _____

Accounts Receivable Primary Telephone Number: _____

Accounts Receivable Primary Contact Name: _____

Title: _____ Email: _____

W-9 FORM (dated within 1 year) MUST ACCOMPANY THIS VENDOR INFORMATION FORM

For all Public Works Projects (According to Labor Code 1725.5 & 1771.1) - All contractors and subcontractors intending to bid or perform work on a public works project must register annually with the Department of Industrial Relations (DIR).

Contractor DIR Registration No.: _____

Contractor License No.: _____ Expiration Date: _____

Contractor License Type(s): _____



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