

Tony Foster Director

Tracy Lewis Asst. Director

TO: All Vendors of the Canton Public School District

Mississippi public school districts must make purchases in accordance with the Mississippi Code of 1972, Annotated. In accordance with his Code and the district purchasing policy, all purchases of goods and services require prior authorization through the issuance of an approved purchased order.

Purchase orders are documents used to give legal spending authority. A purchase order is valid only after a signed copy is provided to the vendor (**not a purchase order number**). Additionally, as indicated on the purchase order, no backorders will be allowed. Purchase orders will include a detailed listing of the items to be purchased. No items are to be added or substituted without prior approval. Such approval can only be provided by Canton Public School District at 601-859-2341.

The Canton Public School District is not financially responsible for any goods ordered or services rendered in absence of an approved purchase order. Thank you for serving the faculty, staff and students of Canton Public School District.

Respectfully,

Tony Foster

Tony Foster Director of Business and Finance Canton Public School District



Tony Foster Director

Tracy Lewis Asst. Director

CANTON PUBLIC SCHOOL DISTRICT 403 EAST LINCOLN STREET CANTON, MS. 39046

VENDOR CERTIFICATION

By signing below, I certify that I have received a copy of the District's purchasing procedures (see attached "NOTICE") and will comply to the same as a condition to remain or become an active vendor.

You may email the original of this form to:shawaniagreene@cantonschools.net, or by mail

Company name

Name and Title (Please Print)

Signature



Tony Foster Director

Tracy Lewis
Asst. Director

	Below) Company's Name, Mailing & Remittance Address:
Mailing Addres	s:
Remittance Add	dress
Telephone Num	nber ()
Fax Number (_)
	ia Greene, Accounting Assistant
shawani	agreene@cantonschools.net
In Order to estab	
In Order to estably following inforn	agreene@cantonschools.net olish your company as a new vendor, as requested (School/Department), the
In Order to estably following inform 1.	agreene@cantonschools.net olish your company as a new vendor, as requested (School/Department), the mation must be submitted:
In Order to estable oy Following inform 1. 2.	agreene@cantonschools.net blish your company as a new vendor, as requested (School/Department), the mation must be submitted: A Copy of your Business License (if applicable):
In Order to estable of the control o	olish your company as a new vendor, as requested (School/Department), the nation must be submitted: A Copy of your Business License (if applicable): The number of years established.
In Order to estable byfollowing inform 1. 2. 3. 4.	agreene@cantonschools.net blish your company as a new vendor, as requested
In Order to establyfollowing inform 1. 2. 3. 4. 5.	agreene@cantonschools.net blish your company as a new vendor, as requested
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In Order to establyfollowing inform 1. 2. 3. 4. 5. 6.	agreene@cantonschools.net olish your company as a new vendor, as requested



Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

	i Name (as shown on your income tax return). Name is required on this line, do not leave this line blank.						
	2 Business name/disregarded entity name, if different from above						
on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check following seven boxes. Individual/sole proprietor or C Corporation S Corporation Partnership	eck only one of th	certa instr	xemptions ain entities ructions of	s, not	individu	
ns e	single-member LLC		Exen	npt payee	code	(if any)	
ty tio	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partne	rship) ▶	_			_	
Print or type. See Specific Instructions on page	Note: Check the appropriate box in the line above for the tax classification of the single-member of LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single is disregarded from the owner should check the appropriate box for the tax classification of its own	owner of the LLC i gle-member LLC t	s code	mption fro e (if any)	m FA	TCA rep	orting
eci	☐ Other (see instructions) ▶		(Applie	es to account	s mainte	ined outsid	e the U.S.)
Sp	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's nan	ne and ac	ddress (op	tional	l)	
See							
0,	6 City, state, and ZIP code]					
	7 List account number(s) here (optional)						
Par							
	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to av	0.0	security	number			
	up withholding. For individuals, this is generally your social security number (SSN). However, the allow, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other	or a	_	-	_		
entitie	es, it is your employer identification number (EIN). If you do not have a number, see <i>How to ge</i>	et a]]		
TIN, la	ater.	or					
	If the account is in more than one name, see the instructions for line 1. Also see What Name	and Employ	er ident	ification	numb	er	
Numb	per To Give the Requester for guidelines on whose number to enter.		_				
			-				
Par	t II Certification						
Unde	r penalties of perjury, I certify that:						
2. I ar Ser	e number shown on this form is my correct taxpayer identification number (or I am waiting for not subject to backup withholding because: (a) I am exempt from backup withholding, or (b vice (IRS) that I am subject to backup withholding as a result of a failure to report all interest longer subject to backup withholding; and) I have not bee	n notifie	d by the	Inter		
3. I ar	n a U.S. citizen or other U.S. person (defined below); and						
4. The	e FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting	na is correct.					

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid,

other than	1 1 2/	utions to an individual retirement arrangement (IRA), and generally, payments, but you must provide your correct TIN. See the instructions for Part II, later.	
Sign Here	Signature of U.S. person ▶	Date ►	

General Instructions

Section references are to the Internal Revenue Code unless otherwise

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN). individual taxpaver identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding,



Tony Foster
Director
Tracy Lewis
Assistant Director

VENDOR AUTHORIZATION AGREEMENT FOR ACH PAYMENTS

I (we) hereby authorize Canton Public School District, hereinafter to initiate automatic credit entries, and if necessary, to initiate automatic debit entries* for adjustments for any credit entries in error to my (our) account identified below, and the financial institution named below to credit and/or debit the same to such account.

Financial Institution:	
Branch – if applicable:	
Address:	
outing Number**:	
Account Number**:	
'alanhana Numbari	
elephone Number.	
This authorization is to remain	in full force and effect until Canton Public School District has received nation in such manner as to afford Canton Public School District and the ble opportunity to act on it.
this authorization is to remain ritten notification of its terminancial Institution a reasonal rENDOR INFORMAT	nation in such manner as to afford Canton Public School District and the ble opportunity to act on it.
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This authorization is to remain vitten notification of its terminancial Institution a reasonal vendor Name: Vendor Name: Vendor Address: Email (Required):	nation in such manner as to afford Canton Public School District and the ble opportunity to act on it.
	ination in such manner as to afford Canton Public School District and the ble opportunity to act on it. ION

"Perseverance Conquers All"