



LIBERTY ELEMENTARY SCHOOL DISTRICT #25

19871 W. Fremont Rd.

Buckeye, AZ 85326

Phone 623-474-6611 / Fax 623-474-6629

RE: Vendor Registration Application

The Vendor Registration System is administered and maintained by the Purchasing Department for all classifications of District procurements. The information is available to all schools and departments to identify applicable vendors for specific procurements, especially formal Requests for Quotation, Invitations for Bid and Requests for Proposal. This system also provides the District more information about current and potential new vendors, facilitates communication, and better identifies procurement sources.

Please complete the registration form and the W-9 form. Return both forms to:

Liberty Elementary School District #25

ATTN: Vendor Registration 19871 W.

Fremont Rd.

Buckeye, Arizona 85326

The District requests all prospective vendors that have any questions, contact us via email at cbaker@liberty25.org.

Thank you for your assistance and cooperation.

Sincerely,

Cassie Baker

Cassie Baker

Procurement Specialist

LIBERTY ELEMENTARY SCHOOL DISTRICT #25

Purchasing Department

19871 W. Fremont Road

Buckeye, Arizona 85326

Phone 623-474-6611 / Fax 623-474-6629

VENDOR REGISTRATION APPLICATION

Name of Organization: _____

Federal Taxpayer I.D. No.

OR

Social Security No.

Mailing Address: _____

City _____ State _____ Zip Code _____

Phone: _____ Fax: _____

E-Mail Address: _____ Website _____

Address: _____

Contact Person(s): _____ Position: _____

Remittance Address: _____ (If
different from mailing)

City: _____ State: _____ Zip Code: _____

Phone: _____ FAX: _____

Organization Structure:

Individual Corporation Non-Profit Agency Public Utility Partnership

Government Political Sub-Div. Other: _____

Primary Business Type:

Authorized Distributor Consulting Manufacturer Surplus/Salvage Dealer

Broker Factory Rep Retailer Health Care Provider

Construction Jobber/Wholesaler Servicer Firm Other: _____

Please list below the products and/or services your company provides. The information will be used to identify and/or notify potential vendors about applicable Request for Quotation (RFQ), Invitations for BID (IFB) and Request for Proposal (RFP).

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VENDOR REGISTRATION APPLICATION (Continued)

I certify that:

1. I am duly authorized to certify the information requested herein.
2. To the best of my knowledge, the elements of information provided herein are accurate and true as of this date.
3. My organization shall comply with all State and Federal equal opportunity and non-discrimination requirements and conditions of employment in accordance with Federal Executive Order 11246, State Executive Order 75.5 or A.R.S. 41-1461 through 1465.
4. Filing of Vendor Registration Application supplies information only and does not constitute an assumed obligation by the Liberty School District to guarantee contractual awards or agreements to my organization.
5. I understand that it is our responsibility to advise the Purchasing Department in writing of any changes of information (i.e. addresses, contacts, phone/FAX numbers, classification codes, etc.) on this form.
6. My organization shall not provide any product or service without first having in our possession an authorized purchase order from the District. I understand that payment for any product or service provided without an authorized purchase order is NOT the responsibility of the District and that I will be required to obtain payment from the individual requestor.
7. My organization shall provide the purchase order number on all invoices submitted to the District. I understand that invoices received without this information will not be paid.
8. All Districts invoices shall be submitted directly to the District Accounts Payable Department and not be the requesting school or department.

Individual's Signature

Date

Individual's Typed or Printed Name

Title/Position