RICHLAND ONE
ENGAGE • EDUCATE • EMPOWER

Procurement Services – Vendor Application

201 Park Street
Columbia, South Carolina 29201
803-231-7003

The District does not accept vendor applications directly from Vendors. Vendor applications must be submitted internally through a Richland County School District One Employee before being created (i.e. Bookkeepers, Administrative Assistants, or Department Heads).

Richland One employees will forward completed applications to the Procurement Services Department

NO APPLICATION WILL BE PROCESSED WITHOUT A COMPLETETD W-9 ATTACHED

Please check the appropriate boxes: ☐ M-Minority ☐ S-Small ☐ W-Women ☐ O-Other

Vendors must select one of the following: ☐ Corporation ☐ Partnership ☐ Individual ☐ Other_____

Are you a 1099 Vendor: ☐ Yes ☐ No

What services are being rendered? _____
Consulting, Professional Development, Supplier, etc.

Name of Company:_____ Contact Person 1:_____ Contact Person 2:_____ Telephone Number:_____ Fax Number:_____	DBA:_____ SSN or FEIN:_____ Business License Number:_____ State:_____ How long in present business:_____ Years In the interest of protection for the District and its vendors, it is mandatory for vendors to have purchase authorization in the form of a signed Purchase Order BEFORE placing an order.
Address to which Bids/Quotes and Purchase Orders are to be mailed: Email Address for Electronic Purchase Order Transmittals to be mailed:_____ Website:_____	Remittance Address (If Different From Bids/Quotes/PO Mailing Address): P-Card Payment Preferred: Yes No An active application does not legally entitle a vendor to any particular solicitation, therefore, vendors are encouraged to check the District's Website: www.richlandone.org for legal notices of Invitation to Bid (IFB). The Procurement Department may also be contacted for solicitation information.

Richland County School District One requires that no employee or Board of School Commissioners may have a special interest in any contract paid with funds belonging to or administered by the Board of School Commissioners. If you or your firm have such a relationship, attach a separate sheet explaining the relationship. All transactions are governed by the laws of the State of South Carolina and the Board of School Commissioners for RCSD One.

I certify that information supplied herein is correct and neither the applicant nor any person in any connection with the applicant as a principal or officer, so far as known, now debarred, suspended or otherwise declared ineligible by any agency of Federal Government, agencies of the State of South Carolina or by Richland County School District One.

_____ _____
Signature of Authorized Person to Sign the Application, Title Date