



THE SCHOOL DISTRICT OF ESCAMBIA COUNTY

75 North Pace Blvd.
Pensacola, FL 32505
Phone: (850) 469-6202
Email: procurement@ecsdfl.us
<https://escambiaschools.org>

Dear Business Owner:

In order for the School District of Escambia County to establish you as a vendor, we will need some information from you. In addition to completing and signing the attached W-9 Form (Request for Taxpayer Identification Number and Certification) please provide the information requested below:

Business Name: _____

DBA Name (if applicable): _____

Order From Address: _____

Remit To Address: _____

Contact Name _____ Email _____

Phone Number _____ Fax Number _____

FOR EACH CATEGORY BELOW, PLEASE MARK THE MOST APPROPRIATE CHOICE.

Ownership

- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Corporation
- ☐ LLC
- ☐ Medical/Corporation
- ☐ Attorney
- ☐ Non-Profit
- ☐ Government Agency
- ☐ Reimbursement of Expense
- ☐ Grant, etc.

Payment Terms

- ☐ Due Upon Receipt
- ☐ Net 15 Days
- ☐ Net 30 Days
- ☐ Other (including discounts) _____

☐ Minority Ownership (To be reported as Minority Owner, a vendor must be certified by the FL Dept. of Mgmt. Services Office of Supplier Diversity (OSD) at: <https://osd.dms.myflorida.com>)

Thank you for your assistance.

Sincerely,

Allison Watson
Director of Procurement