

Balsz School District #31 Purchasing Department

Vendor Registration Application

Thank you for your interest in doing business with Balsz School District #31. Please supply the following information for our vendor list.

Name of company: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ FAX: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Website: \_\_\_\_\_

Purchase order Email address: \_\_\_\_\_

Remittance Address (if different from mailing)

Address: \_\_\_\_\_

\_\_\_\_\_

List services and/or products your company supplies:

\_\_\_\_\_

\_\_\_\_\_

List any State, County, or Purchasing Contracts you have been awarded: \_\_\_\_\_

\_\_\_\_\_

Are you currently employed by Balsz Elementary School District?  Yes  No

Are any members of your family currently employed by Balsz Elementary School District?  Yes  No If

yes, name of employee: \_\_\_\_\_

Mail, or email this form completed and signed, along with a current W-9 Form, to the address below:

Balsz Elementary School District # 31  
Jareth Sanchez, Buyer  
Jsanchez@balsz.org  
4825 East Roosevelt  
Phoenix, AZ 85008

If you have any questions, please contact Jareth Sanchez, Buyer, at 602-629-6441.

**By signing this form, you acknowledge and agree that no work, services, or products are to be provided without first receiving an authorized district purchase order issued by the Business Department.**

\_\_\_\_\_  
Printed Name of Authorized Vendor Representative

\_\_\_\_\_  
Signature of Authorized Vendor Representative