Lennox School District
Vendor Information Form

In order to process any type of payment and issue a purchase order, your organization or company information must be added or verified in our system. Please complete this Vendor Information form and return promptly via email to purchasing@lennoxk12.org. If further assistance is needed, please contact us at (310) 695-4013.

PLEASE PRINT OR TYPE

Company/Organization Name: _____

Other Names(s) Organization is "Doing Business As" (DBA): _____

Company/Organization service or commodity: _____

Company/Organization Primary Telephone Number: _____

Company/Organization Fax Number: _____

Does your company/organization accept Purchase Orders? _____

Email address to send Purchase Orders to: _____

Mailing Address	**Remit Address** (if different from mailing address)
Address:	Address:
City/State/Zip:	City/State/Zip:
Attention To:	Attention To:

Accounts Receivable Primary Telephone Number: _____

Accounts Receivable Primary Contact Name: _____

Title: _____ Email: _____

Is your Company a Corporation? (If other, please specify): _____

Provide One of the Following: Federal Tax I.D.: _____ Employer I.D.: _____

If entity is a sole proprietor/individual, then please provide:

Social Security No.: _____ Name (as it appears on SS ID card): _____

W-9 FORM (Rev. October2018)MUST ACCOMPANY THIS VENDOR INFORMATION FORM

For all Public Works Projects (Pursuant to Labor Code 1725.5 & 1771.1) All contractors and subcontractors intending to bid or perform work on a public works project ($1,000 or more) are mandated to annually register with the Department of Industrial Relations (DIR).

Contractor DIR Registration No.: _____

Contractor License No.: _____ Expiration Date: _____

Contractor License Type(s): _____