VENDOR REGISTRATION FORM

Please complete this form and submit all applicable supporting documents before conducting business with the Haddon Township School District.

- **W-9 FORM** – Required from every vendor doing business with Haddon Township School District
- **NJ BUSINESS REGISTRATION CERTIFICATE** – Required for all vendors doing $7,950 or more in business per year with Haddon Township School District
- **OWNERSHIP DISCLOSURE STATEMENT** – Required for all vendors doing business with the Haddon Township School District
- **PROHIBITED ACTIVITIES IN RUSSIA & BELARUS AND INVESTMENT ACTIVITIES IN IRAN** – Required for all vendors doing $1,000 or more in business per year with Haddon Township School District
- **POLITICAL CONTRIBUTION DISCLOSURE FORM C.271 (PAY TO PLAY)** – Required for vendors doing $17,500 or more in business per year with Haddon Township School District
- **AFFIRMATIVE ACTION FORM AA302** – Required for all vendors doing $53,000 or more in business per year with Haddon Township School District

Tax ID (FEIN or SSN): _____

Name of Company/Firm:

_____

Purchase Order Mailing Address:

_____

City: _____ State: _____ Zip Code: _____

Payment Mailing Address:

_____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone: _____Fax: _____

Email Address: _____

Co-op: __ Yes or __ No

If yes, please provide your Co-op number and Organization: _____

The required forms can be located on the Haddon Township School District website under **Business & Finance**. Please send the completed documents to sspiotto@htsd.us with the words "Vendor Forms" in the subject line. If you have any questions, please call (856) 869-7750 x 1104.

IMPORTANT: Please do not perform any services or ship any goods without a purchase order from the Haddon Township Board of Education. Invoices without a purchase order number will not be processed.

FOR DISTRICT USE ONLY

Date Received:_____ Vendor Number: _____ Reviewed By: _____ Approved: _____