SPARTANBURG COUNTY SCHOOL DISTRICT FOUR

NEW VENDOR INFORMATION

All vendors doing business with Spartanburg County School District Four must be registered prior to the submission of an invoice for payment. Complete all applicable sections below. Submit completed form along with a completed W-9 to the Procurement Office.

VENDOR INFORMATION

Legal Business Name (as shown on W-9)		DBA/Trade Name (if applicable)
Physical Address		City, State, Zip
Mailing Address (if different)		City, State, Zip
Telephone Number	Fax Number (if applicable)	Email Address
Vendor Website (if applicable)		Federal Employer Identification Number (FEIN)

Type of Organization (Check One) ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ LLC ☐ Non-Profit ☐ Other _____

Primary Contact Name	Primary Contact Title
Primary Contact Email	Primary Contact Phone

COMMODITY / SERVICE INFORMATION

Provide a brief description of the commodities or services your business provides to District Four.

BUSINESS CLASSIFICATION (OPTIONAL)

Is your business certified as a Minority-Owned, Women-Owned, Disadvantaged, Veteran-Owned, or Small Business?
(If yes, check all that apply and provide certification documentation.)

☐ Minority-Owned ☐ Women-Owned ☐ Disadvantaged ☐ Veteran-Owned ☐ Small Business ☐ Not Applicable

Certifying Agency: _____ Certification Number: _____ Expiration Date: _____

REQUIRED DOCUMENTATION

☑ A **completed and signed IRS Form W-9** must be submitted with this form. Invoices cannot be processed without a valid W-9 on file.

VENDOR CERTIFICATION

I certify that the information provided on this form is true and correct. I understand that it is the vendor's responsibility to notify Spartanburg County School District Four of any changes to this information. I certify that my business is in compliance with all applicable federal, state, and local laws and regulations.

_____ Authorized Signature

_____ Printed Name

_____ Title

_____ Date

_____ Email Address

FOR PROCUREMENT OFFICE USE ONLY

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

Date Approved: _____ W-9 Received: ☐ Yes ☐ No Reviewed By: _____

Notes: _____

Submit completed form and W-9 to:
Spartanburg County School District Four Procurement Office
795 E. Main Street, Spartanburg, SC 29302 | (864) 578-8400