

Berkeley Unified School District



PURCHASING DEPARTMENT

2020 Bonar Street, Berkeley, California 94702
(510) 644-6430 Fax: (510) 644-8703

New Vendor Application

Company And Contact Information

Company Name _____ Web Site Address _____
Mailing Address _____
City _____ State _____ Zip _____ - _____
Remit To Address (if different) _____ Attention: _____
City _____ State _____ Zip _____ - _____
Contact Name _____ Title _____
Phone (_____) _____ - _____ Ext _____ Fax (_____) _____ - _____
E-mail Address: _____

Business Information

Corporation Sole Proprietor Joint Venture Partnership Independent Contractor

State Where Incorporated _____ Business Start / Incorporation Date ____/____/____

Is it a Non-Profit Organization? Yes No
Certified as a small/ethnically and culturally diverse/woman/disadvantaged/disabled
veteran/other business? Yes No Certifying Agency: _____

Fed ID No. _____ - _____ -or- Social Security No _____ - _____ - _____ W9 Attached

Are you authorized to collect sales tax? Yes No

Ordering Options: Online Fax Phone Mail In Store Pickup Other: _____

Payment Options: Purchase Orders Credit Cards Other: _____

Products And Services

Products: Wholesaler Retailer Manufacturer Manufacturer's Rep Stocking Non Stocking

Services: Architect Engineer Other: _____

Describe / List your products or services; provide a full description of the commodities or services below and attach brochures and/or line cards as applicable.

Person Completing Application

Name _____ Title _____

Phone (_____) _____ - _____ Ext _____ Fax (_____) _____ - _____

Signature _____ Date _____

Return completed application with cover letter and brochure to:

Berkeley Unified School District
Purchasing Department
2020 Bonar Street, Suite 232
Berkeley, CA 94702

FOR PURCHASING USE ONLY:

oNew oUpdate Vendor No. _____ 1099 PreSet: ____ Comm Code: ____-____, ____-____, ____-____

Received Date: ____/____/____ Input Date: ____/____/____ By: _____