



VENDOR INFO REQUEST

BY COMPLETING AND SUBMITTING THIS FORM AND A W9, VENDOR AGREES TO ACCEPT PURCHASE ORDERS WITH NET 30 DAY PAYMENT TERMS.

COMPLETE AND RETURN BY Mail:

PHX UNION HIGH SCH DIST #210
Attn: CEE-2, A. Wheeler
4502 N. Central Ave.
Phoenix, AZ 85012

P: 602-764-1400

Email: awheeler@PhoenixUnion.org

VENDORS IN AGREEMENT: Complete all that apply and send with your W-9.

NOTE: If you are using your Social Security Number in lieu of a Tax ID #, the District will require a photocopy of your Social Security Card or Passport.

EXISTING VENDORS: Phoenix Union High School District has received your W-9, and now requires additional information to speed processing and verify State of Arizona TAX status.

Please have your financial department complete the following so we can finalize your firms profile as a vendor for the Phoenix Union High School District. For questions, contact Purchasing at (602) 764-1405.

GENERAL VENDOR INFORMATION	NAME OF VENDOR:			
	Federal Employer Identification #:		or	Social Security #:
	Street Address:			
	City:	State:	Zip Code:	
	Main Business Phone #:			
	Website:			
ORDERING INFORMATION	Order Address:			
	City:	State:	Zip Code:	
	Vendor Order Phone #:		Order Fax #:	
	Vendor Order Email:			
ACCOUNTING INFORMATION	Remittance Address:			
	City:	State:	Zip Code:	
	Accounts Receivable Phone #:		Accounts Receivable Fax #:	
	Accounting Email:			
	Collections Email:			
VENDOR DISCLOSURES <i>Please check all that apply.</i>	<input type="checkbox"/> Minority-based enterprise			
	<input type="checkbox"/> Women-owned enterprise			
	<input type="checkbox"/> Disabled veteran enterprise			
	<input type="checkbox"/> Small business			
DETERMINE USE TAX INFORMATION	Do you have an Arizona Transaction Privilege Tax License? <input type="checkbox"/> No <input type="checkbox"/> Yes #?			
	Do you have a physical Arizona Location? <input type="checkbox"/> No <input type="checkbox"/> Yes			
	Do you have a local representative or local contract installer/contractor? <input type="checkbox"/> No <input type="checkbox"/> Yes			
	Do you lease equipment in Arizona? <input type="checkbox"/> No <input type="checkbox"/> Yes			
	Is this for software sales? <input type="checkbox"/> No <input type="checkbox"/> Yes			
	Is there a license agreement? <input type="checkbox"/> No <input type="checkbox"/> Yes			