



# VENDOR REGISTRATION APPLICATION

## WILLCOX UNIFIED SCHOOL DISTRICT #13

Business Office  
480 N. Bisbee Ave.  
Willcox, AZ 85643  
Ph: 520-384-8600  
Fax: 520-384-4401

The Vendor Registration System is administered and maintained by the Business Office for all classifications of District procurements. The information is available to all schools and departments to identify applicable vendors for specific procurements, especially formal Requests for Quotation, Invitations for Bid and Requests for Proposals. Please complete and return the registration form and the W-9 form to the address listed above or fax to: 520-384-4401 **Attention Purchasing.**

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ St \_\_\_\_\_ Zip code \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: www. \_\_\_\_\_ Company E-Mail: \_\_\_\_\_

Contact Person(s) Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Remittance Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Organization Type:  Individual/Sole Proprietor  Corporation  Limited Liability Corp.  Partnership  
 Other: \_\_\_\_\_

Using the attached index list, please fill-in below the classification code(s) of the commodities/services you wish to register for. If additional space is needed or the commodity/service you provide is not listed, please attach a written explanation to this form on company letterhead. *Note: the information on this application will supersede your record on file with the District.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### APPLICATION CERTIFICATION: *I certify that...*

1. I am duly authorized to certify the information requested herein.
2. To the best of my knowledge, the elements of information provided herein are accurate and true as of this date.
3. My organization shall comply with all State and Federal equal opportunity and non-discrimination requirements and condition of employment in accordance with Federal Executive Order 11246, State Executive Order 75.5, 99.4, or A.R.S. 41-1461 through 1465.
4. Filing of Vendor Registration Application supplies information only and does not constitute an assumed obligation by Willcox Unified School District #13 to guarantee contractual awards or agreements to my organization.
5. I understand that it is our responsibility to advise the Business Office in writing of any changes of information (i.e. addresses, contacts, phone/fax numbers, email addresses, classification codes, etc.) on this form.
6. My organization shall not provide any product or service without first having in our possession an authorized purchase order from the District. I understand that payment for any product or service provided without an authorized purchase order is NOT the responsibility of the District and that I will be required to obtain payment from the individual requestor.
7. My organization shall provide the purchase order number on all invoices submitted to the District. I understand that invoices received without this information will not be paid. Invoices are to be submitted directly to the District Accounts Payable Department.

\_\_\_\_\_  
Authorized Individual's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Individual's Typed/Printed Name

\_\_\_\_\_  
Title

WILLCOX UNIFIED SCHOOL DISTRICT VENDOR CLASSIFICATION CODES

CLASSIFICATION NAME/DESCRIPTION	NUMERIC CODE	CLASSIFICATION NAME/DESCRIPTION	NUMERIC CODE
ADVERTISING SERVICES - LEGAL, PERSONNEL, SALES	1000	CONSULTING, CONSTRUCTION - NOC	1038
AIR CONDITIONING/HEATING/VENTILATION SUPPLIES, EQUIPMENT, SERVICES	1001	CONSULTING, DEMOGRAPHICS	1039
ARCHITECTURAL SERVICES	1002	CONSULTING, EDUCATIONAL SERVICES	1040
ARTS & CRAFTS SUPPLIES & EQUIPMENT	1003	CONSULTING, ENERGY MANAGEMENT	1041
ATHLETIC SUPPLIES & EQUIPMENT	1004	CONSULTING, FINANCIAL ADVISORS	1042
AUDIO-VISUAL EQUIPMENT REPAIR SERVICES	1005	CONSULTING, INFO SYSTEMS/COMPUTER HARDWARE & SOFTWARE	1043
AUDIOLOGIST SERVICES	1006	CONSULTING, INSURANCE	1044
AUDITING SERVICES	1007	CONSULTING, PERSONNEL/HUMAN RELATIONS	1045
AUDITORY TESTING EQUIPMENT & SERVICES	1008	CONSULTING SERVICES - NOC	1046
AUTOMOTIVE PARTS, SUPPLIES, EQUIP- NOC	1009	CONSULTING, TELECOMMUNICATIONS - DATA/VIDEO/VOICE	1047
AUTOMOTIVE REPAIR SERVICES	1010	CONTRACTORS, ASBESTOS ABATEMENT, MANAGEMENT/REMOVAL	1048
AWARDS, PLAQUES & TROPHIES	1011	CONTRACTORS, BUILDING	1049
BANKING SERVICES - NOC	1012	CONTRACTORS, CABINETRY/CASEWORK	1050
BLEACHERS, SALES & SERVICES	1013	CONTRACTORS, CARPET	1051
BOARDS, BULLETIN, CHALK, WHITE MARKERS	1014	CONTRACTORS, CEILING	1052
BUILDING MATERIALS & SUPPLIES-NOC	1015	CONTRACTORS, CONCRETE	1053
BUILDINGS,	1016	CONTRACTORS, DEMOLITION	1054
BUS SALES & REPAIR SERVICES	1017	CONTRACTORS, DRY WALL	1055
CABLING SERVICES, COMMUNICATIONS, DATA/VIDEO/VOICE	1018	CONTRACTORS, ELECTRICAL	1056
CHEMICALS, HERBICIDES & WEEK CONTROL	1019	CONTRACTORS, EXCAVATION	1057
CHEMICALS, MISCELLANEOUS - NOC	1020	CONTRACTORS, FENCING	1058
CHEMICALS, PEST CONTROL	1021	CONTRACTORS, FLOORING	1059
CLOTHING, CUSTOM IMPRINTED/EMBROIDERED	1022	CONTRACTORS, GENERAL, LARGE PROJECTS - \$500K +	1060
COMMUNICATION SYSTEMS & REPAIR SERVICES - NOC	1023	CONTRACTORS, GENERAL, MEDIUM PROJECTS - \$50K - 500K	1061
COMMUNICATION, TWO-WAY RADIOS & REPAIR SVCS	1024	CONTRACTORS, GENERAL, SMALL PROJECTS - UNDER \$50K	1062
COMPUTER HARDWARE TRAINING	1025	CONTRACTORS, GLASS/PLASTIC/ACRYLIC/GLAZING	1063
COMPUTER SOFTWARE TRAINING	1026	CONTRACTORS, GRADING	1064
COMPUTERS, EQUIPMENT REPAIR & MAINTENANCE SVCS	1027	CONTRACTORS, HVAC- HEATING/VENTILATION/AIR CONDITIONING	1065
COMPUTERS, HARDWARE -NOC	1028	CONTRACTORS, INSULATION	1066
COMPUTERS, PERIPHERAL EQUIPMENT & SUPPLIES -NOC	1029	CONTRACTORS, IRRIGATION	1067
COMPUTERS, PERSONAL, HARDWARE	1030	CONTRACTORS, MASONRY	1068
COMPUTERS, PERSONAL, SOFTWARE	1031	CONTRACTORS, MECHANICAL	1069
COMPUTERS, SOFTWARE - NOC	1032	CONTRACTORS, METAL FABRICATION	1070
COMPUTERS, SUPPLIES	1033	CONTRACTORS, MISC TRADE	1071
CONCRETE	1034	CONTRACTORS, PAINTING	1072
CONSULTING, BUSINESS RELATED	1035	CONTRACTORS, PAVING	1073
CONSULTING, COMMUNICATIONS	1036	CONTRACTORS, PLASTERING	1074
	1037	CONTRACTORS, PLUMBING	1075

CLASSIFICATION NAME/DESCRIPTION	NUMERIC CODE
CONTRACTORS, ROOFING	1076
CONTRACTORS, SHEETMETAL	1077
CONTRACTORS, STUCCO/TEXTURING	1078
CONTRACTORS, TILE-CERAMIC & VINYL	1079
CONTRACTORS, WATER/SEWER/STORM DRAIN	1080
CONTRACTORS, WELDING	1081
CONTRACTORS, WINDOW COVERINGS (INTERNAL & EXTERIOR)	1082
COPIER MACHINES & MAINTENANCE SERVICES	1083
COURIER SERVICES	1084
CURRICULUM MATERIALS, SUPPLIES & EQUIPMENT	1085
CUSTODIAL/JANITORIAL BLDG MAINT SERVICES	1086
DRAFTING SUPPLIES & EQUIPMENT	1087
DRAMA/THEATER EQUIPMENT, MATERIALS/SUPPLIES	1088
ELECTRICAL SUPPLIES & EQUIPMENT	1089
EMPLOYMENT AGENCIES - PERMANENT POSITIONS	1090
EMPLOYMENT AGENCIES - TEMPORARY POSITIONS	1091
ENGINEERING SERVICES - NOC	1092
ENGINEERING SERVICES, AIR COND/HEATING/VENTILATION - NOC	1093
ENGINEERING SERVICES, CIVIL	1094
ENGINEERING SERVICES, ELECTRICAL	1095
ENGINEERING SERVICES, ENVIRONMENTAL	1096
ENGINEERING SERVICES, MECHANICAL	1097
ENGINEERING SERVICES, PLUMBING	1098
ENGINEERING SERVICES, STRUCTURAL	1099
ENGINEERING SERVICES, SURVEYING	2000
ENTERTAINMENT	2001
EQUIPMENT REPAIR SERVICES - NOC	2002
EQUIPMENT, MISC - NOC	2003
FACSIMILE/FAX MACHINES & SERVICES	2004
FASTENERS -	2005
FIELD TRIP VENDORS	2006
FILING SYSTEMS EQUIPMENT & REPAIR	2007
FINANCIAL SERVICES, PERSONAL PLANNING	2008
FIRE ALARM SYSTEMS & REPAIR SERVICES	2009
FIRE EXTINGUISHERS, SYSTEMS & SERVICES	2010
FIRE SPRINKLER SYSTEMS & SERVICES	2011
FLAGS, BANNERS & BUNTING	2012
FLOOR COVERING, CARPETING/LINOLEUM/TILE/WOOD/MISC	2013
FOOD SERVICE EQUIPMENT & REPAIR SERVICE	2014

CLASSIFICATION NAME/DESCRIPTION	NUMERIC CODE
FREIGHT SERVICES, AIR/TRUCK/SHIP	2015
FUELS, CNG, DIESEL, GASOLINE, MISC	2016
FUND RAISING PRODUCTS & SERVICES	2017
FURNITURE, ART	2018
FURNITURE, CAFETERIA	2019
FURNITURE, CLASSROOMS	2020
FURNITURE, COMPUTER RELATED	2021
FURNITURE, INDUSTRIAL ARTS	2022
FURNITURE, LIBRARY	2023
FURNITURE, NOC	2024
FURNITURE, OFFICE	2025
FURNITURE, SCHOOL - NOC	2026
FURNITURE, SCIENCE	2027
GLASS PRODUCTS & SERVICES	2028
GOV. AGENCIES & ORGANIZATIONS - NOC	2029
GOVERNMENT, CITY	2030
GOVERNMENT, COUNTY	2031
GOVERNMENT, FEDERAL	2032
GOVERNMENT, STATE	2033
GROCERIES, RETAIL FOOD PRODUCTS, SUPPLIES & EQUIPMENT	2034
GROUNDS MAINTENANCE SERVICES	2035
HEALTH SUPPLIES, MATERIALS & EQUIPMENT	2036
HOME ECONOMICS, MATERIAL, SUPPLIES & EQUIP - NOC	2037
INDUSTRIAL ARTS, SUPPLIES & EQUIPMENT	2038
INSTRUCTIONAL MATERIALS, SUPPLIES & EQUIP	2039
INTERCOM/PUBLIC ADDRESS SYSTEMS & REPAIR SERVICES	2040
INTERNET SERVICES	2041
INVESTIGATION SERVICES, PRE-EMPLOYMENT BACKGROUND	2042
LABORATORY TESTING SERVICES	2043
LAMINATING SUPPLIES, EQUIPMENT	2044
LAMPS, FLUORESCENT & INCANDESCENT	2045
LANDSCAPING SUPPLIES, MATERIALS &	2046
LEGAL COUNSEL SERVICES	2047
LIBRARY BOOK & REFERENCE MATERIALS	2048
LIBRARY SUPPLIES, MATERIALS, EQUIPMENT & SYSTEMS	2049
LOCKERS, ATHLETIC & BOOK	2050
LOCKS & RELATED HARDWARE	2051
LOCKSMITH SERVICES	2052
LODGING, MOTEL/HOTEL/CAMPS	2053



## PURCHASE ORDER TERMS AND CONDITIONS

1. PURCHASE ORDER NUMBER MUST BE MARKED ON ALL PACKAGES AND PACKING LISTS.
2. RENDER INVOICES IN DUPLICATE TO: ACCOUNTS PAYABLE, 480 N BISBEE AVE., WILLCOX, AZ 85643.
3. PRICE INCREASES IN EXCESS OF 10% MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL.
4. ALL MERCHANDISE IS TO BE SHIPPED PREPAID. ANY FREIGHT THAT IS APPLICABLE MUST BE ADDED TO THE INVOICE.
- 5.
6. FEDERAL EXCISE TAX IS TO BE EXCLUDED.
7. **WARRANTY:** Seller warrants that all goods or services furnished hereunder shall be merchantable, and free from any defects in workmanship or material. If Seller has been informed of the use of the products, Seller also warrants that the items furnished hereunder are suited and appropriate for such use. Seller shall indemnify the save the Purchaser harmless from any breach of this warranty, and no limitations on Purchaser's remedy in Seller's documents shall operate to reduce this indemnification. Seller shall extend all warranties it received from its vendors to Purchaser. This warranty is in addition to all warranties contained under the law.
8. **DELIVERY:** Purchaser shall have the right to make changes in this order at any time and Seller agrees to accept such changes. In the event such changes result in additional costs, Purchaser shall make an equitable adjustment in the purchase price provided such additional costs are itemized for Purchaser by Seller within (30) days of the change.
9. **PATENT INFRINGEMENT:** Seller agrees to hold Purchaser harmless from any patent infringement of similar proceedings which are based on products sold by the Seller hereunder. Seller shall defend any such suits at its own expense, and Purchaser shall have the right to such litigation monitored by its own counsel.
10. **ACCEPTANCE:** Payment for the goods delivered under this order shall not constitute acceptance of such goods. Goods shall only be deemed accepted when they have actually been counted, inspected, and tested by the Purchaser and found to be in conformance with this order. However, failure to inspect or test by Purchaser shall not relieve the Seller of any responsibilities hereunder.
11. **MODIFICATION/ASSIGNMENT:** This purchase order and any documents referred to on the face hereof constitute the entire agreement between the parties and can only be modified by a writing signed by both parties. No part of this order may be assigned or subcontracted without the prior written approval of Purchaser.
12. **INDEMNIFICATION:** If this order includes work to be performed on Purchaser's premises, Seller agrees to indemnify the Purchaser from all loss or damage arising out of such work, to observe the highest safety standards, to maintain adequate insurance, and to furnish evidence of such insurance at Purchaser's request. Seller shall defend, indemnify and hold harmless Purchaser against all damages, claims or liabilities and expenses (including attorney's fees) rising out of or resulting in any way from any defect in the goods or services purchased hereunder, or from any act or omission of Seller, its agents, employees or subcontractors. This indemnification shall be in addition to the warranty obligations of Seller.
13. **SEVERABILITY:** Purchaser's failure to insist on performance of any of the terms or conditions herein to exercise any right or privilege or Purchaser's waiver of any breach hereunder shall not thereafter waive any other terms, conditions, or privileges, whether of the same or similar type.
14. **LAWS OF ARIZONA:** This order and all rights and obligations hereunder shall in all respects be governed by and construed in accordance with the laws of the State of Arizona.
15. **F.O.B.:** Unless otherwise noted herein, the F.O.B. point shall be Purchaser's location. Seller will bear all risk of loss for all merchandise covered by this order until such merchandise has been delivered to the designated location.
16. **This agreement is subject to cancellation pursuant to A.R.S. § 38-511.**

## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								
or								
Employer identification number								

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding,
- or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

## What Can Happen If I Don't Follow the Rules?

A.R.S. 41-2616. Violation; classification; liability: civil penalty; enforcement authority

A. A person who contracts for or purchases any material, services or construction in a manner contrary to the requirements of this chapter, the rules adopted pursuant to this chapter, the rules adopted by the state board of education pursuant to section 15-213 or rules adopted by the Arizona board of regents, the Arizona lottery commission or the judicial branch pursuant to section 41-2501 is personally liable for the recovery of all public monies paid plus twenty per cent of such amount and legal interest from the date of payment and all costs and damages arising out of the violation.

B. A person who intentionally or knowingly contracts for or purchases any material, services or construction pursuant to a scheme or artifice to avoid the requirements of this chapter, rules adopted pursuant to this chapter, rules adopted by the state board of education pursuant to section 15-213 or rules adopted by the state board of regents, the state lottery commission or the judicial branch pursuant to section 41-2501 is guilty of a class 4 felony.

C. A person who serves on an evaluation committee for a procurement shall sign a statement before reviewing bids or proposals that the person has no interest in the procurement other than that disclosed and will have no contact with any representative of a competing vendor related to the particular procurement during the course of evaluation of bids or proposals, except those contacts specifically authorized by sections 41-2534, 41-2537, 41-2538 and 41-2578. The person shall disclose on the statement any contact unrelated to the pending procurement that the person may need to have with a representative of a competing vendor and any contact with a representative of a competing vendor during evaluation of bids or proposals except those contacts specifically authorized by sections 41-2534, 41-2537, 41-2538 and 41-2578. A person who serves on an evaluation committee and who fails to disclose contact with a representative of a competing vendor or who fails to provide accurate information on the statement is subject to a civil penalty of at least one thousand dollars but not more than ten thousand dollars.

D. The attorney general **on behalf of this state shall enforce the provisions of this chapter.**