



CARSON CITY SCHOOL DISTRICT
DEPARTMENT OF OPERATION SERVICES
PURCHASING DIVISION

SUPPLIER BIDLIST AND VENDOR APPLICATION FORM

Please complete this form and return it to the sender or to the address below. (Attach further information as necessary or appropriate.)

Company Name: [] Federal Tax I.D. No. (FEIN or SSN) []
Address: [] Phone: []
City: [] State: [] Zip: [] FAX: []
Contact(s): [] E-mail []
Web Site: []

Type of Business Check appropriate categories Contractor/Trades License #: [] Classification: []
[] Dealer [] Manufacturer [] Retailer [] Agent [] Other: []

Ownership
[] Individual [] Sole Proprietorship [] Partnership [] Corporation [] Other: []

[] Small Business Concern [] Small Disadvantaged Business Concern [] Woman-Owned Business
See definitions below.

Goods or service provided: []

Remittance address if different from above
Name: [] Contact: []
Address: [] Phone: []
City: [] State: [] Zip: [] Fax: []

NOTES

SMALL BUSINESS CONCERN: a business concern that is independently owned and operated, not dominant in its field of operation, and certifiable as a small business by the Federal Small Business Administration using criteria and standards in 13CFR121.

SMALL DISADVANTAGED BUSINESS CONCERN: a small business concern that is unconditionally owned by one or more socially and economically disadvantaged individuals who manage and control its daily business, or a publicly owned business that has at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals who manage and control its daily business.

WOMAN-OWNED SMALL BUSINESS CONCERN: a small business concern that is at least 51 percent owned by one or more woman who manage and control its daily business, or a publicly owned business that has at least 51 percent of its stock owned by women who manage and control its daily business.

Prompt payment discounts are calculated from the date of receipt of a correct invoice or receipt of goods or services, whichever is later.

Invoices should be addressed as indicated on the purchase order.

All purchases of goods and services are to be preceded by a properly authorized purchase order.

Inquires regarding this form or any part of a purchasing process should be addressed to:

Carson City School District
Department of Operation Services
Purchasing Division
P.O. Box 603
Carson City, NV 89702
(775) 283-2175 FAX: (775) 283-2191

ALL DELIVERIES TO BE MADE TO CENTRAL RECEIVING ADDRESS
CCSD * Central Receiving
Richmond & Telegraph St.
Carson City, NV 89703