



Vendor Registration Application

Littleton Elementary School District #65

Purchasing Department

PO Box 280

Cashion, AZ 85329

Company Name: _____

Mailing Address: _____
Street or P.O. Box City State Zip Code

Business Phone: _____ Fax: _____

Contact Person Phone (if different): _____ Email: _____

Email Address for Purchase Orders: _____

Email Address for Bid Notification: _____

Website Address: _____

Using the commodity list included, please indicate the commodity number of the item(s) you wish to furnish the District. When the District releases a Bid and/or Proposal for the commodities indicated, a notification will be sent to your company.

_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

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 conditions of employment in accordance with Federal Executive Order 11246, State Executive Order 75.5 or A.R.S.41-1461 through 1465;
4. I understand that it is my organizations responsibility to advise the LESD Purchasing Department in writing of any changes of information (i.e. addresses, contacts, phone/FAX numbers, classification codes, etc.) on this form;
5. ***My organization will 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. I understand that items not invoiced prior to August 1st of each year for the prior year ending June 30th. will not be paid.***
6. 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;

All District invoices shall be submitted directly to the District Business Services Accounts Payable Department and NOT to the requesting school or department.

Filing of Vendor Registration Application supplies information only and does not constitute an assumed obligation by Littleton Elementary School District # 65 to guarantee contractual awards or agreements to my organization.

Individual's Signature

Date

Individual's Typed or Printed Name

Title/Position