



LITTLETON ELEMENTARY SCHOOL DISTRICT #65

To Whom It May Concern:

SUBJECT: Vendor Registration

Littleton Elementary School District is in the process of updating its vendor registration. Attached are the required forms to register your company as a vendor on our financial management system. Purchase Orders and/or checks will not be issued to any vendor who has not completed and returned the forms per the following instructions.

NOTE: FAX YOUR COMPLETED FORMS TO 623-478-5620.

OR EMAIL : kolson@littletonaz.org

Direct questions to Ken Olson at the email address listed above or contact directly at 623-478-5615.

Littleton Elementary School District #65 appreciates your interest in providing goods and/or services. Please complete and return forms as soon as possible.

Thank you,

Ken Olson,

Purchasing Department

Attachments:

- LESD Vendor Registration Form
- LESD Commodity Code Listing
- IRS W9 Form

Instructions:

1. Fill out all forms completely.
2. Read and Certify items 1 through 6 on vendor application, signature of company officer required.
3. List Products/ Services from commodity list on vendor application. Failure to do so will result in your company not being notified of bid opportunities.
4. Complete and Attach the enclosed W-9 Form.