**VENDOR APPLICATION**

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| --- | --- | --- | --- |
| INTERNAL USE ONLY | **VENDOR ID** | **DATE RECEIVED** | **DATE PAYMENT PROCESSED** |
|  |  |  |

|  |  |
| --- | --- |
| VENDOR INFORMATION | |
| **COMPANY NAME** | |
|  | |
| **CONTACT NAME** | **TITLE** |
|  |  |
| **ADDRESS** | |
|  | |
| **PHONE** | **EMAIL** |
|  |  |
| **FAX** | **WEBSITE** |
|  |  |

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| --- |
| SCOPE OF WORK: Please provide details regarding the offerings of your organization. |
|  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FEE INFORMATION | | | | | | | | | |
| **FEE AMOUNT** | **MADE PAYABLE TO** | | | | | | | |
|  |  | | | | | | | |
| **PAYMENT METHOD** |  | CHECK |  | | MONEY ORDER |  | CREDIT CARD | |
| **NAME ON CARD** | | | | **CREDIT CARD NUMBER** | | **EXP. DATE** | | **SECURITY CODE** |
|  | | | |  | |  | |  |

CERTIFICATION

I hereby affirm that all information supplied is true and accurate to the best of my knowledge and belief, and I understand that this information will be considered material in the evaluation of quotations, bids, and proposals. Notice must be given of any change in status impacting the information provided within ten (10) days of said change.

|  |  |
| --- | --- |
| **NAME** | **TITLE** |
|  |  |
| **SIGNATURE** | **DATE** |
|  |  |