



VENDOR APPLICATION

Please complete the following information and return to Austin Community College District, Purchasing Department, 9101 Tuscany Way, Austin, Texas 78754, Phone (512) 223-1300, Fax (512) 223-1902

*Required fields must be completed in order to process a business application

Please attach an IRS form W-9 and return it with this application.

NOTE: For an individual, do not complete the business/company fields on either document.

*COMPANY _____

* PERSON'S NAME _____

*FEIN/SSN _____ COMPANY REPRESENTATIVE _____

*STREET ADDRESS/PO BOX _____

*CITY _____ *STATE _____ *ZIP _____

*PHONE (____) _____ *FAX (____) _____ OTHER (____) _____

*REMITTANCE ADDRESS & PHONE NUMBER _____

(If different from above)

*PHONE (____) _____

WEBSITE ADDRESS _____ EMAIL _____ @ _____

Please check all appropriate boxes in each section:

- 1. *Application Set-up: [] New Vendor Request [] Individual - non-business [] Information Change/Update [] Alternate Address/Phone Addition
2. Business type: [] Sole Proprietorship [] Partnership [] Joint Venture [] Corporation [] Non-Profit [] Governmental Agency [] Educational Institution [] Professional Organization [] Dealer [] Manufacturer [] Jobber [] Retailer [] Publisher [] Small Business
3. *Is your business currently certified as a Historically Underutilized Business (HUB)? [] Yes [] No
If yes, with whom? [] City of Austin [] Travis County [] Capital Metro [] State of Texas
Please indicate type: [] African-American Female (01) [] African-American Male (02) [] Hispanic Female (03) [] Hispanic Male (04) [] Asian Pacific Female (05) [] Asian Pacific Male (06) [] Native American Female (07) [] Native American Male (08) [] Non-Minority Female (09)

Please attach a copy of your current certification.

- 4. Do you accept purchase orders? [] Yes [] No Must a check accompany the purchase order? [] Yes [] No

*Authorized Signature _____ *Title _____

*Printed Name _____ *Date _____

-----FOR INTERNAL USE ONLY - DO NOT COMPLETE-----

VENDOR ID _____ DATE ENTERED _____ INITIALS _____