



# Vendor Registration Form

**Purchasing Dept.**  
 999 Avenue H, Northeast  
 Winter Haven, FL 33881-4299

PSC Purchasing Use Only:	
Genesis <input type="checkbox"/>	ITB Database <input type="checkbox"/>

*Please type or print your responses to the applicable items below.  
 Your responses will assist us in evaluating your firm for future bid opportunities and assure that  
 checks for payment are correctly issued .  
 Note: PSC was formerly Polk Community College*

<b>1. Company Name</b> <i>Invoices <b>must</b> be submitted          using the name in 1b</i>	<b>a. Corporate Name:</b>		<b>b. Issue Checks to:</b> <i>(pay to the order of)</i>	
	Street / P.O. Box		County	
<b>2. Mailing Address</b> <i>Purchase Orders will be          sent to this address</i>	City		State	Zip + 4
	Contact Person		Title	
<b>3. Contact Person</b> <i>Contact for quotes, etc.</i>	Telephone #	Fax	Toll Free	Cell Phone
	E-Mail Address		Website Home Page	
<b>4. Contact Information</b> <i>Internet &amp; Telephone</i>	Street Address			
	City	State	Zip + 4	
<b>5. Payment Address</b> <i>Where to send payments          see section 1b above</i>	Street / P.O. Box			
	City	State	Zip + 4	
<b>6. Corporate Headquarters</b> <i>If different from above          address, see section 1a above</i>	Federal Employer Identification Number			
	Social Security Number			
<b>7. IRS required information:</b> <i>Only one is required</i>	<b>The purpose of collecting the FEIN/SSN is to comply with IRS regulations to file 1099 forms.</b>			
	<input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership			
<b>8. Type of Business:</b>	Is your company is certified by the State of Florida's Office of Supplier Diversity as a Minority/Woman Owned Business?			
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>9. M/WBE Status:</b>				

**10. Commodity Code Information:** Please attach brochures & catalogs which may assist in our assessment of your capabilities, and knowledge of your products or services. **List below** the appropriate **5-digit** Commodity Code Numbers for goods or services your company proposes to supply to PSC. A "hotlink" and passwords to [www.nigp.com](http://www.nigp.com) are available at our website at:

[www.polk.edu/businessandcommunity/purchasing/Pages/VendorRegistration.aspx](http://www.polk.edu/businessandcommunity/purchasing/Pages/VendorRegistration.aspx)

Primary Business Activity / Main Products Sold or Services Offered:					