



Vendor Registration Application
WILSON ELEMENTARY SCHOOL DISTRICT

NO. 7 3025 E Fillmore St

Phoenix, AZ 85008

(602) 681-2200 ~ FAX (602) 275-7517

Return via Email to: Purchasing@wsd.k12.az.us

Company Name: _____

Mailing Address: _____
Street City State Zip Code

Remittance Address: _____
Street City State Zip Code

Business Phone: _____ Fax: _____

Contact Person (s): _____ Title: _____

Email Address Bids Can Be Received: _____

Website Address: _____

We would like to be able to email the vendor copy of purchase orders to you.

What email address should we use to place an order? _____

Using the commodity list below, 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 you indicate, a notification will be sent to the 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's our responsibility to advise the 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 shall 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 and that I will be required to obtain payment from the individual requestor;
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;
7. All District invoices shall be submitted directly to the District Accounts Payable Department and not to the requesting school or department.
8. Filing of Vendor Registration Application supplies information only and does not constitute an assumed obligation by Wilson Elementary School District No. 7 to guarantee contractual awards or agreements to my organization.

Individual's Signature

Date

Individual's Typed or Printed Name

Date

Regulations require that we have a copy of your W-9 on file. Please attach a copy of your W-9 form.

Commodity List

Wilson School District No. 7

5	Alarm Systems – Fire & Burglary	108	Fencing Installation, Supplies & Equipment	176	Maps, Charts, Globes
7	Appliances – Large Household	109	Field Lighting Repair, Supplies & Equipment	50	Marker & Tack Boards
8	Appliances – Small Household	111	Filters – AC	177	Material Handling Supplies & Equipment
9	Architectural Services	112	Financial Consulting Services	262	Miscellaneous & Incidentals
10	Art Supplies and Equipment	113	Financing/Lease Purchasing	261	Motor Coach & Charter Bus Services
15	Athletic Scoreboards	116	Flooring – Tile, Wood & Carpet	180	Moving & Storage Services
11	Athletic Supplies and Equipment	118	Fuel Tank Removal	185	Music, Sheet
18	Athletic Team Sports Uniforms	133	Fuel, Gasoline & Diesel	183	Musical Instrument Repair
16	Athletic Tracks & Track Resurfacing	119	Furniture – Auditorium & Lecture	181	Musical Instruments
17	Athletic Training & Medical Supplies	120	Furniture – Classroom	260	Nursing Services
19	Athletic Weight Lifting Equipment	125	Furniture – Library/Media	186	Occupational Therapist Service
20	Athletic Wrestling Mats & Repair	126	Furniture – Music & Band	188	Office Equipment & Machines
22	Auditing Services	127	Furniture – Office	194	Office Supplies
26	AV Supplies & Equipment	128	Furniture – Outdoor	197	Paint & Lacquer Thinner
30	Banking Services	130	Furniture – Science Lab	198	Painting Services
32	Bleachers/Grandstands	131	Garbage Disposal	200	Paper – Bond (Copier)
37	Cafeteria – Bread and Buns	134	Grading/Excavations	199	Paper – Bond, Envelopes, Letterhead
38	Cafeteria – Equipment	137	Grounds, Maintenance Supplies & Equipment	201	Paving & Parking Lot Repair
39	Cafeteria – Food & Paper Products	138	Hazardous Material Response	203	Photo Supplies & Equipment
40	Cafeteria – Milk & Dairy Products	139	Home Economic Supplies & Equipment	205	Photography Services
41	Cafeteria – Snack Bar & Cake Items	2	HVAC – Parts, Services & Equipment	206	Physical Therapist
256	Camps	259	ID Card System & Supplies	209	Plumbing Supplies & Equipment
48	Cash Registers	140	Industrial Arts Drafting Equipment	257	Pool Construction & Resurfacing
49	Ceiling Tiles & Installation	141	Industrial Arts Supplies & Equipment	211	Portable Bldgs
54	Computer Hardware	152	Instructional Supplies	255	Prevention Services
56	Computer Maintenance Service	145	Insurance – Dental	214	Printing Services
57	Computer Program Services	146	Insurance – HMO’s & Major Medical	215	Psychologist Services
58	Computer Software	147	Insurance – Long Term Disability	217	Public Sales (Notification Required)
59	Computer Supplies	149	Insurance – Risk Management/General Liability	218	Radios – 2-Way Mobile
60	Computer Training Services	151	Insurance – Vision	220	Roofing & Re-roofing Contractors
62	Concrete – Ready Mix & Installation	253	Insurance – Workman’s Compensation	221	Safety Supplies & Equipment
63	Construction – Alternative Methods	144	Insurance – Consult Services	226	Science Supplies & Equipment
70	Construction – General Contractor	153	Intercom Systems	228	Sheet Metal Fabrication/Ductwork
64	Consultant Services (specify)	154	Irrigation Supplies & Equipment	229	Signs – Building, Outside
67	Contracted Educational Services	158	Janitorial – Supplies & Equipment	230	Speech Therapy Services
69	Contractor – Electrical	159	Lamps & Bulbs – Florescent	233	Telephone Communication Install & Service
71	Contractor – Mechanical	161	Landscaping & Lawn Services	235	Temporary Labor Services
72	Contractor – Plumbing	164	Lawn Sprinkler – Install & Maintenance	258	Textbooks, New and Used
78	Curtains – Blackout & Stage Rigging	165	Legal Services	236	Tires & Tubes
77	Curtains, Mini Blinds & Shutters	168	Library Book Automation & Detection System	238	Travel Service
83	Diplomas, Caps, Gowns, Class Rings	166	Library Books	241	Uniforms, Band
84	Doors – Installation, Supplies & Equipment	170	Lighting Supplies & Equipment	243	Vehicle Parts & Supplies
88	Electrical Service & Repair	171	Lighting, Stage	254	Vehicle Repair
87	Electrical Supplies & Equipment	172	Lockers – Student & Athletic	245	Vehicles – Buses
91	Employee Consultant Service	173	Locks	246	Vehicles – Cars, Trucks, Vans
93	Energy Management	174	Lumber & Building Supplies	264	Vehicles – Golf & Utility Carts
104	Executive Search Consultant	175	Magazine Subscription Services	250	Yearbooks
105	Exterminator/Pest Control				