



Vendor Registration Form

New Vendor Registration

Update / Change Existing

Main Information

Vendor / Individual Name:

(As it will appear on your invoice/check)

Legal Name:

(As it appears on your IRS records, if different from above)

Address & Contact Information

Main / Physical Location:

Street or PO Box	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Phone #	<input type="text"/>	Fax #	<input type="text"/>
Contact Name	<input type="text"/>	Title	<input type="text"/>
Contact Email Address	<input type="text"/>		

Remit To Location: *(if different from above)*

Street or PO Box	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Phone #	<input type="text"/>	Fax #	<input type="text"/>
Contact Name	<input type="text"/>	Title	<input type="text"/>
Contact Email Address	<input type="text"/>		

Ordering / Purchasing Location: *(if different from above)*

Street or PO Box	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Phone #	<input type="text"/>	Fax #	<input type="text"/>
Contact Name	<input type="text"/>	Title	<input type="text"/>
Contact Email Address	<input type="text"/>		
Purchase Order Email Address	<input type="text"/>		

Company Website URL:

Can you order online using the Purchase Order number as the payment option to place the order?

YES NO

If YES please email purchasing@besd33.org with our updated vendor account information so that we can update our records as well as make sure that we have an online account set up with your company to complete the process of ordering online.

Vendor Registration Form-Category Listing

100	Accounting	1304	Communications-Cell Phones
200	Appliances	1305	Communications-PA Systems
300	Architectural Services	1306	Communications-Parent Notification System
400	Art-Supplies & Equipment	1307	Communications-Phone System
600	Athletic-Supplies & Equipment	1308	Communications-Radios
603	Athletic-Uniforms	1403	Consultant -Construction/Project Manager
700	Auction Services	1405	Consultant -Educational
801	Audio/Visual Equipment	1406	Consultant-Environmental
802	Audio/Visual Supplies	1407	Consultant-Erate
803	Audio/Visual Repair	1408	Consultant-Financial
810	Audit Services-Financial	1409	Consultant-Marketing
811	Audit Services-Utilities	1410	Consultant-Public Relations
901	Automotive-Batteries	1412	Consultant-Special Education
902	Automotive-Bus Sales	1414	Consultant-Staff Development
903	Automotive-Vehicle Sales	1416	Consultant-Test Analyst
909	Automotive-Trailer Sales	1601	Contractor-Concrete/Paving
904	Automotive-Repairs/Service-Bus	1602	Contractor-Demolition
906	Automotive-Repairs/Service-Vehicles	1603	Contractor-Drywall
905	Automotive-Parts	1604	Contractor-Electrical
908	Automotive-Tools/Supplies/Equip.	1600	Contractor-Fencing
907	Automotive-Tires	1605	Contractor-General
912	Automotive-Oil/Grease	1606	Contractor-Grading
914	Automotive-Windshields	1607	Contractor-HVAC
1000	Awards/Trophies	1608	Contractor-Landscaping
1001	Banners	1609	Contractor-Mechanical
1002	Promotional Items	1611	Contractor-Painting
1003	T-shirts (promotional)	1610	Contractor-Plumbing
1005	Fund Raisers	1613	Contractor-Roofing
2850	Boards-White/Bulletin/Display	1614	Contractor-Sewer/Water/Storm Drains
1100	Books-Library	1615	Contractor-Utility Locator/line/leaks
1101	Books-Reference	1616	Contractor-Welding
1102	Books-Textbooks	1670	Curriculum
1103	Books-Trade	1702	Custodial-Service
1104	Books-Used	1704	Custodial-Supplies & Equipment
1106	Books-Disposition Services	1800	Display-Cabinets
1201	Building Materials-Electrical	1900	Drafting-Supplies & Equipment
1202	Building Materials-Fencing	2000	Employment Agencies
1203	Building Materials-HVAC	2004	Energy-Other
1204	Building Materials-Lighting	2005	Energy-Solar
1206	Building Materials-Lumber	2101	Engineering Service-Civil
1207	Building Materials-Metal/Steel	2103	Engineering Service-Electrical
1208	Building Materials-Paint	2104	Engineering Service-Lab & Field Testing
1209	Building Materials-Plumbing	2105	Engineering Service-Mechanical
1300	Camps-Educational	2106	Engineering Service-Surveying
1301	Classroom-Instructional Aids	2204	Entertainment-Amusement Parks
1302	Classroom-Supplies	2205	Entertainment-Bounce Houses
1303	Communications-Cabling	2301	Financial Service-Bond Counsel

Vendor Registration Form-Category Listing

2302	Financial Service-Fiscal Agent	4007	Music-Uniforms/Band
2350	Fingerprinting Service	4101	Office-Equipment
2400	Fire Extinguishers-Sales/Recharging	4201	Office Equipment-Repairs/Service
2401	Fire Prevention-Equipment	4300	Office-Supplies
2404	Fire Prevention-Service	4401	Paper-All
2410	Flags-US/Arizona	4501	Pest Control-Service
2500	Floor Coverings	4601	Photographers-Student/Other
2601	Food Service-Catering	4602	Photographic-Supplies/Equipment
2602	Food Service-Contracted	4650	Planners-Student
2603	Food Service-Equipment/Tables	4700	Playground-Equipment/Shades
2604	Food Service-Smallwares	4802	Printing-Service
2605	Food Service-Repairs	4803	Printing-Supplies/Equipment
2702	Fuel-Gasoline/Diesel/Unleaded	4850	Recycling
2800	Furniture-Classroom	4903	Rental-Equipment
2805	Furniture-Office	4904	Rental-Fencing
2806	Furniture-Outdoor	5100	Science-Supplies/Equipment
2900	Hazardous Waste-Removal	5200	Security Service Agencies
3000	Insurance-Employee Supplemental	5201	Security Systems
3001	Insurance-General Liability	5250	Shredding/Document Destruction Service
3005	Insurance-Group-Health/Dental/Vision	5300	Signs
3006	Insurance-Risk Management	5402	Special Ed-Private Day Schools
3007	Insurance-Student	5501	Stage-Lighting
3008	Insurance-Worker's Compensation	5502	Stage-Rigging/Curtain
3050	Investigations-Background Checks	5550	Storage Trailers/Relocatables
3100	Landscape-Fertilizer/Gypsum	5602	Technology-Hardware/Computers
3101	Landscape-Irrigation Supplies	5604	Technology-Repairs
3103	Landscape-Rock/Sand/Concrete	5605	Technology-Software
3105	Landscape-Sod/Seed	5606	Technology-Supplies
3106	Landscape-Supplies/Equipment	5702	Testing Labs-Drug/Alcohol
3107	Landscape-Trees/Plants	5703	Testing Labs-Hazardous Materials
3109	Landscape-Weed Control	5704	Testing Labs-Soil
3301	Legal Services-Employee Relations	5705	Testing Labs-Water
3303	Legal Services-Finance/Bond	5801	Therapist Services-Hearing
3304	Legal Services-General Law	5802	Therapist Services-Occupational
3306	Legal Services-Real Estate/Land	5803	Therapist Services-Physical
3400	Library-Shelving/Furniture	5804	Therapist Services-Psychological
3402	Library-Supplies & Equipment	5805	Therapist Services-Speech
3500	Lockers-Athletic/Book/Other	5806	Therapist Services-Vision
3700	Magazine Subscription Service	5900	Transportation Services
3800	Maintenance-Tools/Supplies/Equipment	6000	Trash Collection Service
3901	Medical-Supplies/Equipment	6050	Travel Agencies
3950	Moving Companies	6102	Warehouse-Forklifts/Pallet Jacks
4001	Music-Furniture/Chairs	6103	Warehouse-Racking/Shelving
4002	Music-Instruments	6104	Warehouse-Supplies & Equipment
4003	Music-Piano Tuning	6400	Window Coverings
4005	Music-Repairs		
4006	Music-Supplies/Sheet Music		