Vendor Registration

Buckeye Elementary School District utilizes AZ Purchasing to maintain our prospective vendor database. You may complete an online Vendor Registration Application at [AZ Purchasing](https://www.azpurchasing.gov). There is no cost to the vendor to register. You will be able to use your own computer or computers at any public library.

Arizona Purchasing is a website dedicated to Arizona school districts for the purposes of developing a central and statewide prospective bidder’s list, posting solicitations and requests for quotations online, and to more effectively disseminate solicitation information to the vendor and educational buyer communities. The mission of Arizona Purchasing is to provide Arizona school districts with web-based tools to more efficiently manage prospective bidders and solicitations whereby providing effective communication to the vendor community.

*Note: if you have previously registered at [AZ Purchasing](https://www.azpurchasing.gov), you need only confirm that you have indicated Maricopa County as one of your counties of preference.

Once you are registered, you will receive e-mail notification of formal solicitations for the commodities or services your business provides.

Open Solicitations

Information about formal solicitations that are currently available for bid or offer is available at [AZ Purchasing](https://www.azpurchasing.gov). Instructions for submitting a bid/offer is outlined in the solicitation. BESD currently does not have the ability to accept electronic responses. All bids/offers must be submitted in paper format prior to the due date and time outlined in the solicitation.

Purchase Orders

All commitments of purchases by Buckeye Elementary School District will be made by an approved purchase order number assigned by the Purchasing Department. Products/services are not to be delivered without an approved purchase order. Vendors accepting orders without an executed purchase order do so at their own risk.

The substitution of items without the prior written approval of the Purchasing Department is prohibited. Only those items specifically listed on a purchase order may be delivered. The schools and departments within this District do not have the authority to substitute without the Purchasing Department's approval. You may verify purchase orders by contacting the Purchasing Department at (623) 925-3413.

Please Note: Before BESD can issue a purchase order, a copy of the vendor’s [IRS Form W-9](https://www.irs.gov/pubs/p945.pdf) must be on file with the Purchasing office. The completed form may be scanned and submitted by email to Purchasing.
Sales Tax

Arizona school districts are not exempt from paying sales/use taxes. Sales tax added to invoices from Arizona vendors will be paid by the district to the vendor. Use tax will be paid directly to the State of Arizona on invoices from out-of-state vendors.

Payment

BESD requires a 3-way match of a purchase order, vendor invoice, and packing list/receipt of the goods/services purchased. Purchases must be shipped to the ship to address listed on the purchase order, and invoices must be mailed to Accounts Payable at the district office address listed on the purchase order or emailed to Accounts Payable.

In Closing

If your company sells a product and/or service required by the District, and your company is competitive with those who are currently supplying those goods or services, the Purchasing Department is interested in doing business with you. A representative of the Purchasing Department will be happy to meet with you to discuss the history of purchases within the District for your products and/or services. Please call to schedule an appointment.