

University and Community College System of Nevada
Purchasing Department / Business Center North
VENDOR APPLICATION FORM

| | | | |
|---------------|--|------|-----------------|
| Company Name: | Federal Tax I.D. No. (FEIN or SSN): | | |
| Address: | Phone: | | |
| | Fax: | | |
| City: | State: | Zip: | e-mail- WWW: |
| Contact(s) | | | |

Check appropriate categories

| | | | | |
|--|--|---|--------------------------------------|-------------|
| <input type="checkbox"/> Dealer | <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Retailer | <input type="checkbox"/> Agent | _____ Other |
| <input type="checkbox"/> Individual | <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | _____ Other |
| <input type="checkbox"/> Small Business Concern | <input type="checkbox"/> Small Disadvantaged Business Concern | <input type="checkbox"/> Woman-Owned Business | | |

See definition below.

Goods or services provided: _____

| | |
|-----------------------------|------------------------------|
| Normal Payment terms: _____ | Normal delivery terms: _____ |
|-----------------------------|------------------------------|

Remittance address if different from above

| | | | |
|----------|----------|------|------|
| Name: | Contact: | | |
| Address: | Phone: | | |
| City: | State: | Zip: | FAX: |

NOTES

SMALL BUSINESS CONCERN: a business concern that is independently owned and operated, not dominant in its field of operation, and certifiable as a small business by the Federal Small Business Administration using criteria and standards in 13CFR121.

SMALL DISADVANTAGED BUSINESS CONCERN: a small business concern that is unconditionally owned by one or more socially and economically disadvantaged individuals who manage and control its daily business, or a publicly owned business that has at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals who manage and control its daily business.

WOMAN-OWNED SMALL BUSINESS CONCERN: a small business concern that is at least 51 percent owned by one or more women who manage and control its daily business, or a publicly owned business that has at least 51 percent of its stock owned by women who manage and control its daily business.

Prompt payment discounts are calculated from the date of receipt of a correct invoice or receipt of goods or services, whichever is later.

Invoices should be addressed as indicated on the purchase order.

All purchases of goods and services are to be preceded by a properly authorized purchase order

Inquiries regarding this form or any part of a purchasing process should be addressed to:

**UCCSN
Purchasing Department / BCN
Mail Stop 242
Reno, NV 89557-0064**

**Phone: (775) 784-6552
FAX: (775) 784-6017**