

ALABAMA STATE UNIVERSITY PROCUREMENT

VENDOR REGISTRATION FORM

UNIVERSITY OFFICIAL USE ONLY:

SUPPLIER ID: _____

Requested BY: _____

Date: _____

Email complete packet to the Procurement
Department:

Procurement@alasu.edu

CC: Procurement Staff

Vendor Note:

If there is no activity over a 3-year period,
the application will be purged, and the
vendor must reapply.

ALL INFORMATION MUST BE TYPED OR LEGIBLY PRINTED IN THE SPACES PROVIDED ON THIS PAGE. Check the appropriate categories that apply to your company pages two through four. Return this form along with the completed **W-9 or W-8 Form** to the ASU Representative serving as your company point of contact.

Vendor Name: _____ **Date:** _____

Email: _____ **Fax:** _____

Street/PO Box:

City/State/Zip:

TIN or SSN: _____

Phone Number: _____

REMIT ADDRESS

(If different from address above)

Street/PO
Box: _____

City/State: _____

Zip Code: _____

ACH PAYMENT

Please attach **VOIDED CHECK** or **DIRECT DEPOSIT FORM**

Vendor Bank Name: _____

Bank Routing Number: _____

Bank Account Number: _____

Account Type: () Checking or () Savings

SELECT ALL THAT APPLY
(Circle or Highlight the Applicable)

010	Air Conditioning, Heating & Ventilating Equipment & Accessories
020	Appliances, Commercial
030	Audio Visual Equipment & Supplies
040	Automobiles, Buses, Trucks, Vans
050	ATVs, Motorcycles, Automotive, Trailers & Utility Bodies
060	Bags, Trash Plastic
070	Building Materials, Accessories & Supplies
080	Buildings/Structures: Fabricated/Prefabricated, Portable
090	Cafeteria & Kitchen Equipment Commercial
100	Catering Services
1000	Transportation Services-Moving & Hauling
1010	Uniforms-Band
1020	Uniforms-Custodial
1030	Uniforms-Police
1040	Water Treatment Services-Cooling Towers & Boilers
1050	Professional Services-Accounting
1060	Professional Services-Architect
1070	Professional Services-Composition
1080	Professional Services-Construction Manager
110	Chemicals/Solvents, Commercial
1100	Professional Services-Feasibility Studies (All kinds)
1110	Professional Services-Industrial Design
1120	Professional Services-Legal
1130	Professional Services-Medical
1140	Professional Services-Consultant (Not Listed Elsewhere)
1150	Miscellaneous or Special Category
120	Chemicals, Laboratory
130	Clothing, Academic Regalia (Graduation Caps, Gowns & Accessories)
140	Communications & Media Related Services Advertising/Public Relations
150	Communications & Media-Cable TV/Internet Services
160	Communications & Media-Mailing Service
170	Communication & Media-Telephone Service (Local & Long Distance)
180	Communication & Media-Cellular & Paging Service
190	Computer/Information Processing Systems, Peripherals, Parts/Supplies
200	Computer Equipment-Mainframes
210	Computers, Purchase/Lease/Rental
220	Computer Maintenance/Repair

230	Computer Software/Supplies
240	Computer Programming, System Analyses & Telecom Services
250	Computer Printers & Scanners
260	Consultant-Engineering & Surveying
270	Consultant-Facility Management & Space Utilization
280	Consultant-Interior Design
290	Consultant-Other
300	Contractor-Building/Construction
310	Contractor- Electrical
320	Contractor-General
330	Contractor-HVAC
340	Contractor-Painting
350	Contractor-Paving
360	Contractor-Plumbing
370	Contractor-Roofing
380	Contractor-Other
390	Copiers, Purchase/Lease/Rental

400	Blinds, Curtains, Draperies
410	Electrical Equipment and Supplies
420	Elevators, Sales & Maintenance
430	Embossing, Engrossing & Engraving
440	Fencing (Chain Link, etc.)
450	Flags, Flag Poles & Accessories
460	Floor Coverings-Installation/Repair/Removal
470	Floor Coverings-Supplies (Carpet/Tile)
480	Food Service-Student Cafeteria
490	Food Service-Catering
500	Food Service-Vending
510	Furniture/Furnishings, Cafeteria
520	Furniture/Furnishings, Classroom
530	Furniture/Furnishings, Office
540	Furniture/Furnishings, Outdoor
550	Furniture Repair & Refinishing
560	Glass & Glazing Supplies
570	Hazardous Waste Removal and Disposal Services
580	Janitorial/Custodial Services
590	Janitorial Supplies & Equipment
600	Laboratory Supplies/Equipment
610	Landscaping Services
620	Laundry & Dry Cleaning Equipment, Commercial
630	Laundry & Dry Cleaning Services

640	Lawn and Grounds Equipment
650	Library Machines/Systems/Supplies
655	Accommodations - Hotels, Lodging, etc.
660	Mail Room Equipment, Systems, Accessories & Supplies
670	Mattresses & Pillows (Bedding)
680	Musical Instruments/Equipment, Accessories & Supplies (Rentals/Sales)
690	Musical Instruments, Repair & Service
700	Office Equipment & Appliances (Small Machines and apparatuses)
710	Office Supplies
720	Microscopes, Parts, Accessories & Repairs
730	Painting Equipment, Supplies & Accessories
740	Paper-Bond, Duplication, Fine, etc.
750	Plumbing Equipment, Fixtures & Supplies
760	Police Equipment, Accessories
770	Printing-Bus. Cards, Forms, etc.
780	Printing-Tabloid & Newspaper
800	Printing-Catalog, Telephone Directory, Yearbook
810	Promotional Products
820	Repair/Maintenance Service of Automotive Vehicles/Equipment
830	Repair/Maintenance of Cafeteria/Food Processing Equipment
840	Repair/Maintenance of Lawn & Grounds Equipment
850	Repair/Maintenance of Commercial & Household Appliances
855	Future Use Only
860	Repair/Maintenance of Printing & Reproduction Equipment
865	Future Use Only
870	Repair/Maintenance of General Office Machines/Equipment
880	Repair/Maintenance of Audio Visual, Photographic & TV Equipment
885	Future Use Only
890	Roofing Supplies
895	Future Use Only
900	Security Services/Sporting Events
910	Signs, Purchase & Installation
915	Future Use Only
920	Sports/Athletic Apparel-Shoes/Foot-wear, Shorts, Socks, Sweats, T-Shirts, Uniforms, etc.
925	Industrial Grade Locksets & Master Key Systems
930	Sports/Athletic Awards-Medals, Plaques, Trophies, Jackets, Ltrs, etc.
935	Ceramic/Pottery Supplies
940	Sports/Athletic Medicine, Equipment & Supplies
945	Future Use Only
950	Tents, Purchase/Rental
955	Future Use Only
960	Telephone & Radio Communications Equipment/Supplies
965	Future Use Only

970	Theatrical Equipment & Supplies
975	Ticketing Services
980	Transportation Services-Passenger Air & Bus & Limo
985	Future Use Only
995	Future Use Only

ALONG WITH THE VENDOR REGISTRATION FORM PLEASE COMPLETE THE W8 or W9 FORM