

ALABAMA STATE UNIVERSITY

PURCHASING OFFICE

VENDOR REGISTRATION FORM

Vendor Note: If no activity over a 3-year period, application will be purged. Vendor must reapply.

UNIVERSITY USE :

VENDOR NO. _____

DATE ADDED: _____

ALL INFORMATION MUST BE TYPED OR LEGIBLY PRINTED IN THE SPACES PROVIDED ON THIS PAGE. On pages two through four, check the appropriate categories that apply to the services or products on which your company would like to bid. After completing the form, return along with the completed **W-9 Form** to **Alabama State University, Purchasing Office, P.O. Box 271, Montgomery, Alabama 36101-0271.**

COMPANY NAME		DATE	
ATTENTION		E-MAIL	
ADDRESS: STREET/P.O. BOX _____			
CITY/STATE _____			
ZIP CODE _____			
TAXPAYER ID # _____			
PHONE NUMBERS		(TOLL #)	FAX

ORDER ADDRESS for mailing POs:
(IF DIFFERENT FROM ABOVE ADDRESS)

INVOICE ADDRESS for mailing payments:
(IF DIFFERENT FROM ABOVE ADDRESS)

STREET/P.O. BOX _____ CITY/STATE: _____ ZIP CODE: _____ PHONE # _____ FAX # _____	STREET/P.O. BOX _____ CITY/STATE _____ ZIP CODE _____ PHONE # _____ FAX # _____
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CHECK THE FOLLOWING THAT APPLY

- | | |
|--|---|
| ☐ Small Business | ☐ Hispanic Owned Business |
| ☐ Disadvantaged Owned Business | ☐ Native American Owned Business |
| ☐ Female Owned Business | ☐ Asian-American Owned Business |
| ☐ Black/African-American Owned Business | ☐ Veteran Owned Business |
| ☐ Vietnam Veteran Owned Business | ☐ Individually Owned Business |

Please provide the name, address and phone number of an entity with which your company has been certified in the above categories.

_____ 010	Air Conditioning, Heating & Ventilating Equipment & Accessories	_____ 240	Computer Programming, System Analyses & Telecom Services
_____ 020	Appliances, Commercial	_____ 250	Computer Printers & Scanners
_____ 030	Audio Visual Equipment & Supplies	_____ 260	Consultant – Engineering & Surveying
_____ 040	Automobiles, Buses, Trucks, Vans	_____ 270	Consultant – Facility Management & Space Utilization
_____ 050	ATVs, Motorcycles, Automotive Trailers & Utility Bodies	_____ 280	Consultant – Interior Design
_____ 060	Bags, Trash Plastic	_____ 290	Consultant – Other
_____ 070	Building Materials, Accessories & Supplies	_____ 300	Contractor – Building/Construction
_____ 080	Buildings/Structures: Fabricated/Prefabricated, Portable	_____ 310	Contractor- Electrical
_____ 090	Cafeteria & Kitchen Equipment – Commercial	_____ 320	Contractor – General
_____ 100	Catering Services	_____ 330	Contractor – HVAC
_____ 110	Chemicals/Solvents, Commercial	_____ 340	Contractor – Painting
_____ 120	Chemicals, Laboratory	_____ 350	Contractor – Paving
_____ 130	Clothing, Academic Regalia (Graduation Caps, Gowns & Accessories)	_____ 360	Contractor – Plumbing
_____ 140	Communications & Media Related Services – Advertising/Public Relations	_____ 370	Contractor – Roofing
_____ 150	Communications & Media – Cable TV/Internet Services	_____ 380	Contractor – Other
_____ 160	Communications & Media – Mailing Service	_____ 390	Copiers, Purchase/Lease/Rental
_____ 170	Communication & Media – Telephone Service (Local & Long Distance)	_____ 400	Blinds, Curtains, Draperies
_____ 180	Communication & Media – Cellular & Paging Service	_____ 410	Electrical Equipment and Supplies
_____ 190	Computer/Information Processing Systems, Peripherals, Parts/Supplies	_____ 420	Elevators, Sales & Maintenance
_____ 200	Computer Equipment – Mainframes	_____ 430	Embossing, Engrossing & Engraving
_____ 210	Computers, Purchase/Lease/Rental	_____ 440	Fencing (Chain Link, etc.)
_____ 220	Computer Maintenance/Repair	_____ 450	Flags, Flag Poles & Accessories
_____ 230	Computer Software/Supplies	_____ 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	_____ 740	Paper – Bond, Duplication, Fine, etc.
_____ 510	Furniture/Furnishings, Cafeteria	_____ 750	Plumbing Equipment, Fixtures & Supplies
_____ 520	Furniture/Furnishings, Classroom	_____ 760	Police Equipment, Accessories
_____ 530	Furniture/Furnishings, Office	_____ 770	Printing – Bus. Cards, Forms, etc.
_____ 540	Furniture/Furnishings, Outdoor	_____ 780	Printing – Tabloid & Newspaper
_____ 550	Furniture Repair & Refinishing	_____ 800	Printing – Catalog, Telephone Directory, Yearbook
_____ 560	Glass & Glazing Supplies	_____ 810	Promotional Products
_____ 570	Hazardous Waste Removal and Disposal Services	_____ 820	Repair/Maintenance Service of Automotive Vehicles/Equipment
_____ 580	Janitorial/Custodial Services	_____ 830	Repair/Maintenance of Cafeteria/Food Processing Equipment
_____ 590	Janitorial Supplies & Equipment	_____ 840	Repair/Maintenance of Lawn & Grounds Equipment
_____ 600	Laboratory Supplies/Equipment	_____ 850	Repair/Maintenance of Commercial & Household Appliances
_____ 610	Landscaping Services	_____ 860	Repair/Maintenance of Printing & Reproduction Equipment
_____ 620	Laundry & Dry Cleaning Equipment, Commercial	_____ 870	Repair/Maintenance of General Office Machines/Equipment
_____ 630	Laundry & Dry Cleaning Services	_____ 880	Repair/Maintenance of Audio Visual, Photographic & TV Equipment
_____ 640	Lawn and Grounds Equipment	_____ 890	Roofing & Roofing Supplies
_____ 650	Library Machines/Systems/Supplies	_____ 900	Security Services/Sporting Events
_____ 655	Lodging, Hotel Accommodations	_____ 910	Signs, Purchase & Installation
_____ 660	Mail Room Equipment, Systems, Accessories & Supplies	_____ 920	Sports/Athletic Apparel – Shoes/Footwear, Shorts, Socks, Sweats, T-Shirts, Uniforms, etc.
_____ 670	Mattresses & Pillows (Bedding)	_____ 930	Sports/Athletic Awards – Medals, Plaques, Trophies, Jackets, Ltrs, etc.
_____ 680	Musical Instruments/Equipment, Accessories & Supplies (Rentals/Sales)	_____ 940	Sports/Athletic Medicine, Equipment & Supplies
_____ 690	Musical Instruments, Repair & Service	_____ 950	Tents, Purchase/Rental
_____ 700	Office Equipment & Appliances (Small Machines and apparatuses)	_____ 960	Telephone & Radio Communications Equipment/Supplies
_____ 710	Office Supplies		
_____ 720	Microscopes, Parts, Accessories & Repairs		
_____ 730	Painting Equipment, Supplies & Accessories		

_____	970	Theatrical Equipment & Supplies
_____	980	Transportation Services – Passenger Air & Bus & Limo
_____	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
_____	1100	Professional Services – Feasibility Studies (All kinds)
_____	1110	Professional Services – Industrial Design
_____	1120	Professional Services – Legal
_____	1130	Professional Services – Medical
_____	1140	Professional Services – Other
_____	1150	Miscellaneous