

DCPS Vendor Application



Duval County Public Schools Purchasing Services
1701 Prudential Drive, RM#322, Jacksonville FL. 32207
Phone # 904-858-4848 Fax# 904-858-4868
www.duvalschools.org/purchasing

Attach IRS W-9 Form (Request for Taxpayer Identification Number and Certification)
(complete vendor application and the requirements for goods or service)

New Update Existing
Vendor vendor information Date:

Name or Name of Firm:

Doing Business as:

Address for Quotes & Orders:

Street address /P O Box:

City State Zip/Postal Code

Contact Information: Primary Phone (mandatory) () ext.

Fax: (if available)

URL: (website)

Cell Phone# () /Contact Person:

EMAIL:

EMAIL OF CONTACT

I WOULD LIKE TO RECEIVE PURCHASE ORDER /QUOTE BY EMAIL

YES NO

EMAIL:

EMAIL TO RCVD PURCHASE ORDERS /QUOTES

* PLEASE READ CHAPTER 7.71 BUSINESS SERVICES ON CONFLICT OF INTEREST IN PURCHASING

In accordance with School Board policy 7.71 and Florida State Statue 112.313(3), any Employee of the School Board of Duval County, Florida, that has an ownership interest in a business entity will not be allowed to register as a vendor to do business with Duval County School Board.

IN ACCORDANCE WITH THE CONFLICT OF INTEREST PROVISION, THE VENDOR CERTIFIES THE FOLLOW

- a. _____ There are no identified conflicts of interest
- b. _____ The following potential conflict of interest has been identified

Name of School District Employee _____

Relationship to Business _____
(major shareholder/owner/relative/partner)

Print Name: _____

Authorized Signature: _____

Date: _____

MBE Certification -(if applicable , Name of certifying agency _____

(For internal use only)

Request returned: incomplete _____, illegible _____ incomplete W-9 _____

Vendor # _____ Request completed by: _____ Date: _____