

Mandatory Vendor Information Form

To become a potential vendor and/or receive bids, please fill out this Vendor Information form. The Vendor Information form, and a Current W9, it may be mailed/mailed to the Purchasing Department located on the Corsicana Campus.

3200 W 7th Avenue – Corsicana, Texas 75110

Marsha.thomas@navarrocollege.edu

Company Information:

Company Name: _____

County (not Country) of Business Address on W9 _____

Accounts Receivable:

Phone: _____

Email: _____

Provide Information for Preferred Payment Remittance (select only one)

Preferred **Check** Remittance: _____

Remittance Address: _____

City, State, Zip _____

County of Above Address _____

Preferred **ACH Payment** Remittance: _____

Bank Name _____

Bank Account _____

Bank Routing _____

Email for ACH Remittance _____

Bank Address _____

Bank City, State, Zip _____

Type of Organization:

Goods _____ OR Services _____

Please Indicate if Your Company is a member of a Purchasing Cooperative

E & I - Yes ___ No ___ If Yes, Provide Contract Number _____

TXMAS - Yes ___ No ___ If Yes, Provide Contract Number _____

BUYBOARD - Yes ___ No ___ If Yes, Provide Contract Number _____

Other:- Yes ___ No ___ If Yes, Provide Name of Co-Op and Contract Number _____

Vendors Must Disclose:

1. If any of its employees, officers, directors, subcontractors or agents are related to or are members of the board of trustees or an employee of the district; and
2. If the owner or operator of the company has ever been convicted of, or is currently charged with, a felony.
3. Persons submitting a response to this solicitation must comply with all applicable laws, ordinances and regulations including the provisions of the State of Texas Government Code Chapter 176. As applicable, the person submitting the response must complete and submit a Conflict of Interest Questionnaire form CIQ, in a format approved by the Texas Ethics Commission.

Printed Name _____ Date _____

Position _____