



Maricopa County Community College District
Purchasing Department
 2411 West 14th Street
 Tempe, AZ 85281-6942
 Web Site: <http://www.maricopa.edu/purchasing/>
 (480) 731-8520 Voice
 (480) 731-8190 FAX

Vendor Registration Form	
for MCCCCD use only	
Date: _____	Vendor Number: _____

Company Name: _____

Parent Company Name (If Applicable): _____

Order From Address (This is the name and address that will appear on purchase orders and checks)

Division (if applicable): _____	
Street / PO Box: _____	
City, State, Zip+4: _____	
Contact Person/Title: _____	
Payment Terms*: _____	
*Use only if the payment terms apply to ALL MCCCCD issued purchase orders.	
Telephone: () _____ FAX: () _____ E-Mail _____	

Remittance Address (if different than Order From Address)

Division (if applicable): _____
Street / PO Box: _____
City, State, Zip+4: _____
Contact Person _____
Contact's Title: _____
Telephone: () _____ FAX: () _____ E-Mail _____

Classification Information

Class Type (please check one category if applicable):

- Minority-owned business (MBE) Woman-owned business (WBE) Minority Woman-owned business (MWBE)

Tax Information - Required

(Please note, a vendor's registration will not be considered by the Maricopa Community Colleges District without the following information.)

Tax Reporting Name (Name shown on your income tax return): _____

Taxpayer ID Number:

Federal Tax ID #: _____ or Social Security #: _____

Note: The Federal Tax ID # or Social Security # provided must be the correct number for the Tax Reporting Name.

Arizona Sales Tax # (transaction privilege tax #) _____

Does your company collect Arizona Sales Tax? Yes No

If outside of Arizona, does your company have nexus with the state of Arizona? Yes No

Tax Contact Person: _____ Tax Contact Title: _____

Tax Mailing Address: Division (if applicable): _____

Street/PO Box: _____

City, State, ZIP+4 _____

Organization Type (Check One):

- Corporation (includes S-Corp) Individual Partnership Government Agency

**Foreign Suppliers use Form W-8 ECI or W-8 BEN available at <http://www.dist.maricopa.edu/purchasing/vendor/index.htm#forminfo>

Under penalties of perjury, I certify that: (1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding, or (c) the IRS has notified me that I am no longer subject to backup withholding; and (3) I am a U.S. person (this includes U.S. resident aliens).

Authorized Printed Name: _____

Authorized Signature: _____ Date: _____

The Maricopa County Community College District's Commodity Codes
Check all of the products and/or services provided by your company

A - Advertising

- 037-52 Advertising Specialties-Imprinted Items
- 080-00 Advertising Specialties-Badges, Name Tags
- 715-00 Publications and Audiovisual
- 915-00 Communications & Media Services

B - Automotive

- 055-00 Accessories
- 060-00 Maintenance and Repair
- 060-57 Glass-Door, Windshield etc.
- 065-00 Automotive Bodies-Accessories, Parts
- 070-00 Vehicles
- 075-00 Shop Equipment
- 405-00 Fuel, Oil, Grease and Lubricants
- 863-00 Tires and Tubes
- 928-00 Maintenance and Repair

C - Buildings and Grounds

- 150-00 Builder's Supplies
- 155-00 Buildings and Structures
- 155-50 Building, Modular & Portable
- 200-00 Clothing / Apparel
- 285-00 Electrical Equipment & Supplies
- 330-00 Fencing
- 335-00 Fertilizers / Soil Conditioners
- 340-00 Fire Protection Equipment
- 360-00 Floor Covering
- 485-00 Janitorial Equipment and Supplies
- 515-00 Lawn Equipment and Parts
- 540-00 Lumber Products
- 560-00 Material Handling Equipment
- 635-00 Painting Equipment and Supplies
- 670-00 Plumbing Equipment and Supplies
- 745-00 Asphaltic Materials
- 750-21 Cement
- 770-00 Roofing
- 801-00 Signage
- 890-00 Water Treatment
- 910-59 Pest Control
- 981-00 Rental or Lease of Equipment

D - Communications

- 280-00 Cabling
- 287-00 Electronic Components
- 725-00 Radio / Telephone / Telecom
- 730-00 Telecommunication Testing
- 803-00 Sound Systems
- 840-00 Television Equipment

E - Computers

- 204-00 Hardware and Peripherals (Micro)
- 206-00 Hardware and Peripherals (Mini)
- 207-00 Accessories and Supplies
- 208-00 Software (Micro)
- 209-00 Software (Mini)

F - Consulting Services

- 914-38 Electrical
- 918-04 Fiscal
- 918-07 Advertising
- 918-15 Architectural
- 918-26 Public Relations
- 918-28 Computer Hardware
- 918-29 Computer Software
- 918-31 Construction
- 918-42 Engineering
- 918-43 Environmental
- 918-66 Human Resources
- 918-74 Legal
- 918-76 Marketing
- 918-78 Medical Provider
- 918-95 Telecommunications

G - Contractors

- 906-78 Security Systems
- 913-94 Paving/Resurfacing
- 914-00 Construction General
- 914-30 Concrete
- 914-38 Electrical
- 914-50 HVAC
- 914-55 Masonry
- 914-61 Painting
- 914-68 Plumbing
- 914-73 Roofing

H - Food Services

- 165-00 Cafeteria, Kitchen Equipment-Commercial
- 165-01 Food Services; Kitchen Equipment
- 375-00 Foods-Bakery
- 380-00 Foods-Dairy Products
- 385-00 Foods-Frozen
- 390-00 Foods-Perishable

- 393-00 Foods-Staples, Groceries and Misc
- 393-77 Foods-Soft Drinks

I - Furniture

- 410-00 Health Care
- 415-00 Laboratory
- 420-00 Cafeteria / Classroom / Library
- 420-04 Auditorium
- 425-00 Office Furniture

J - Instructional & Library Products

- 050-00 Art Equipment and Supplies
- 233-00 Crafts
- 525-00 Library Equipment and Supplies
- 545-00 Machinery and Hardware
- 580-00 Musical Instruments and Supplies
- 655-00 Photographic Equipment and Supplies
- 680-00 Police Equipment and Supplies
- 785-00 School Equipment and Supplies
- 785-05 Atlases, Charts, Globes & Maps
- 785-20 Books and Manuals
- 785-70 Instructional Aides
- 785-93 Vocational Equipment & Supplies
- 805-00 Sporting / Athletic Equipment
- 855-00 Theatrical Equipment and Supplies
- 880-00 Visual Education Equipment and Supplies
- 880-11 Audio Visual Equipment and Supplies
- 895-00 Welding Equipment and Supplies
- 908-00 Bookbinding / Rebinding

K - Laboratory/Medical Equipment and Supplies

- 175-00 Chemical Lab Equipment & Supplies
- 193-00 Clinical Lab Equipment & Supplies
- 260-00 Dental Equipment and Supplies
- 490-00 Laboratory Equipment and Supplies (General)
- 490-55 Spectrometers
- 490-58 Microscopes

L - Office Equipment & Supplies

- 395-00 Forms & Labels-Continuous
- 600-00 Office Machines and Accessories
- 600-38 Copiers-Plain Bond
- 610-00 Carbon Paper and Ribbons
- 615-00 Office Supplies, General
- 615-82 Stock Forms and Labels
- 620-00 Writing Instruments-Pens, Pencils, Markers
- 645-00 Paper (For Office and Print Shop Use)

M - Printing Products & Services

- 700-00 Printing Plant Equipment and Supplies
- 915-48 Graphic Arts Services
- 915-58 Mailing Services
- 966-00 Printing and Related Services

N - Services

- 906-07 Architectural
- 906-40 Graphic Design
- 906-56 Landscape Architecture
- 909-00 Construction Management
- 909-76 Sitework
- 910-10 Carpet Cleaning
- 910-13 Elevator Installation & Maintenance
- 910-27 Trash Removal
- 910-36 HVAC Services
- 910-39 Janitorial Services
- 910-48 Locksmith Services
- 910-54 Painting Services
- 910-59 Pest Control
- 912-44 Excavation Services
- 913-94 Paving & Resurfacing
- 915-64 Media Clipping Services
- 915-82 Video Production
- 915-72 Photography
- 924-00 Educational Services
- 925-07 Engineering, HVAC
- 925-17 Engineering, Civil
- 925-31 Engineering, Electrical
- 925-35 Engineering, Environmental
- 925-46 Geotechnical-Soils
- 925-67 Engineering, Mechanical
- 925-88 Engineering, Structural
- 946-00 Financial Services
- 946-15 Appraisal Services-Real Estate
- 946-16 Appraisal Services-Non Real Estate
- 946-25 Banking Services
- 946-33 Collection Services
- 946-48 Financial Advisory Services
- 946-54 Leasing Companies
- 948-00 Health Related Services

- 953-00 Insurance, All Types
- 954-00 Laundry & Dry Cleaning
- 954-05 Laundry & Linen
- 956-00 Library Services
- 961-15 Catering Services
- 961-40 Food Management Services
- 961-53 Marketing Services
- 961-78 Travel Agency and Charter Services
- 962-09 Auctioning Services
- 962-24 Courier/Delivery Services
- 962-40 Hazardous Material Services (inc. Disposal)
- 962-56 Moving Services
- 962-87 Transportation Services-Local
- 962-88 Transportation Services-Non Local
- 964-00 Personnel, Temporary
- 966-81 Silk Screen Printing
- 968-74 Street Sweeping
- 968-90 Vehicle Towing & Storage
- 971-00 Real Property Rental or Lease
- 971-08 Building Rental or Lease
- 971-30 Hotel-Motel Accommodations
- 971-35 Land Rental or Lease
- 971-45 Office Space Rental or Lease
- 971-65 Room Rental Conferences, Seminars etc
- 977-37 Film, Movie & Video Tape Rental
- 988-52 Landscaping (including Design, Fertilizer)
- 988-88 Tree Trimming & Pruning
- 990-00 Security, Fire, Safety & Emergency Serv
- 990-46 Guard & Security Services

O. - Miscellaneous

- 035-00 Aircraft & Airport, Equipment, Parts, Supplies
- 200-00 Clothing, Apparel, Uniforms, & Accessories
- 045-00 Appliances & Equipment, Household

Other _____

Instructions for filling out the Vendor Registration Form:

1. Make a copy of the blank registration form to notify us of address changes your company may have in the future.
2. Type this form, if possible. This form can be filled out online at <http://www.maricopa.edu/purchasing/VRF.pdf>
3. Make sure the form is signed.
4. Enter the purchasing site address in the first block.
5. Enter the remittance address; the address MCCCCD will send payment to in the second block. Include payment terms only if it relates to **all** MCCCCD issued purchase orders.
6. Check a classification type in third block, if applicable; otherwise, leave the block blank.
7. A Federal Tax ID number or a Social Security number must be included on this form in order to be listed as a vendor with MCCCCD. If a Social Security number is listed, please indicate the legal name for that number.

Your parent company or headquarters *may* have a different Federal Tax ID number from yours. Please enter your Federal Tax ID number.

The District is **NOT** exempt from sales tax (except for Library use) and pays sales tax to in-state vendors. For purchases from out-of-state vendors who do not have an “Arizona Transaction Privilege Tax License”, the District pays use tax to the State of Arizona.

If your company does not have an “Arizona Transaction Privilege Tax License”, mark “none” in the appropriate box.

8. If you are a foreign individual or foreign corporation use form W-8 ECI or W-8 BEN. These forms are available to be downloaded from the Web at <http://www.maricopa.edu/purchasing/vendor/index.htm#forminfo>
9. The second and third page lists commodity categories. If you wish to receive “Invitation(s) for Bid,” please indicate the commodity category or categories your business falls under. If your product or service is not listed, please list your product or service on the line marked “Other.”
10. Send your completed vendor registration form to:

Maricopa County Community Colleges
District Office, Purchasing Department
2411 West 14th Street, Tempe, AZ 85281-6942

11. Questions? Please call us at (480) 731-8520.

Dear Valued Supplier,

We feel that it is appropriate to remind you and other members of the business community of the Maricopa Community College District's policy on gifts and gratuities. As stated in our Vendor Guide under the section titled Gratuities and Conflict of Interest: www.maricopa.edu/purchasing/vguide/index.htm

Purchasing

“Purchasing staff and all other MCCCCD employees are prohibited from accepting gifts, gratuities or favors, though the intent may be customary or honorary in practice. All MCCCCD employees and vendors are subject to appropriate civil and criminal statutes related to conflict of interest, bribery, and other similar offenses.”

This extends from holiday candy and food to any items of value including travel and accommodations and tickets to sporting or other events.

We value our business relationship with you and would like to focus on working together on delivering the best of products and services to our students and staff. We ask that you advise all your sales and marketing staff and anyone else who might work with our colleges and district staffs of this reminder.

480.731.8520

To assist in the identification of your staff who may deal with us, we are comprised of the following institutions: Chandler-Gilbert Community College, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado College, Scottsdale Community College, South Mountain Community College, Maricopa Skill Center, Southwest Skill Center and the Maricopa County Community College District Office. As a further point of clarification, the Maricopa Community Colleges Foundation is a separate 501 (c) (3) non-profit organization dedicated to philanthropic support for scholarships, programs and services and is not included in this list.

480.731.8190

Please don't hesitate to contact me if you have any questions about our policy.

Thank you.

Sincerely,

Richard W. Sauriol, CPPB
Purchasing Manager