LANSING SCHOOL DISTRICT PURCHASING DEPARTMENT 519 W. KALAMAZOO ST., ROOM 210 LANSING MI 48933 (517) 755-3030 FAX (517) 755-3029

SUPPLIER/VENDOR APPLICATION

(Please type or print)

MARK ONE: New Application Update

D-4	
T)ate.	

W-9 form attached? YES NO

NAME OF COMPANY		FEDERAL ID NUMBER	(OR)	SOCIAL SECURITY NUMBER	
		Submit copy of W-9 form with application			
ADDRESS TO WHICH BIDDING FORMS AND PURCHASE ORDERS ARE TO BE MAILED – STREET NO., CITY, STATE, ZIP CODE					
ADDRESS TO WHICH PAYMENTS ARE TO BE MAILED – STREET NO., CITY, STATE, ZIP CODE					
PARENT COMPANY AND ADDITIONAL OFFICE LOCATIONS IN MICHIGAN (May attach separate sheet)					
E-MAIL ADDRESS: WEB SITE: For Purchase orders to be emailed					
TYPE OF ORGANIZATION	noration	TELEPHONE_#:			
Individual Partnership Corporation		FACSIMILIE #:			
PERSONS TO CONTACT AND THOSE AUTHORIZED TO SIGN BIDS AND CONTRACTS IN YOUR NAME (if agent, so specify)					
Name	Officia	I Capacity		Telephone No.	
PLEASE LIST ON THE REVERSE SIDE CLASSES OF EQUIPMENT, SUPPLIES, MATERIALS, AND/OR SERVICES ON WHICH YOU DESIRE TO BID. Do you require a hard copy of verbal orders? YesNo Do you accept Procurement Cards? YesNo Blectronic Disk Catalog Electronic Ordering					
Please complete the following: STANDARD PAYMENT TERMS: PROMPT PAY DISCOUNT: STANDARD DELIVERY TIME:					
Please list percentage and circle category that		MPLETE BELOW			
MINORITY OWNED:% Native-Americ	can Asian-Pacific Am	erican African-American H	ispanic-An	nerican Asian-Indian American	
WOMEN OWNED:% White Native-American Asian-Pacific American African-American Hispanic-American Asian-Indian American					
DISABLED:% SMALL BUSINESS: Yes No Business located within LANSING SCHOOL District Yes No					
Are you certified? If so, list agencies		Certificate Number:			
SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION					
——————————————————————————————————————					
NAME AND TITLE OF PERSON SIGNING (Please type or print)					

COMMODITY LIST

Please place a checkmark (\sqrt) by the appropriate code and provide a detailed description of the commodities and/or services offered. If the complete NAICS Code is known please include this number in the description area. Website URL address for NAICS is: http://www.census.gov/epcd/www/naics.html

NAICS CODE	DESCRIPTION
11 - Agriculture, Forestry, Fishing and Hunting	
21 – Mining	
22 – Utilities	
23 – Construction	
31-33 – Manufacturing	
42 - Wholesale Trade	
44-45 – Retail Trade	
48-49 - Transportation and Warehousing	
51 – Information	
52 - Finance and Insurance	
53 - Real Estate and Rental and Leasing	
54 - Professional, Scientific and Technical Services	
55 - Management of Companies and Enterprises	
56 - Administrative & Support, Waste Management & Remediation Services	
61 - Educational Services	
62 - Health Care and Social Assistance	
71 - Arts, Entertainment and Recreation	
72 – Accommodation and Foodservices	
81 - Other Services (except Public Administration)	
92 – Public Administration	
99 - Unclassified Establishments	

CATEGORY (Check below the category which applies to the applicant)

(A) Manufacturer or Producer

(F) Service Establishment

- (B) Wholesaler
- (C) Retailer
- (D) Mfgr's Agent
- (E) Distributor



In an effort to improve accountability and timeliness of payments to our partners, Lansing School District is introducing an electronic fund transfer (EFT) payment process to facilitate payments to vendors for goods and services. Vendors that complete the electronic payment process will have payments posted directly to their bank accounts.

If you wish to participate in our electronic payment program, complete the attached "ACH Authorization Form" and mail the original form to Lansing School District, Attn: Purchasing Dept, 519 W. Kalamazoo, Lansing, MI 48933 OR email to purchasing@lansingschools.net OR FAX 517.755.3029 OR drop off at 519 W. Kalamazoo, Purchasing Dept., Room 210, Lansing, MI, 48933.

If you have questions regarding the ACH form, please contact the Purchasing Department at 517.755.3030, or at purchasing@lansingschools.net. If you have questions regarding payment, please contact the Accounts Payable Department at 517.755.3020, or at ap@lansingschools.net.



ACH Authorization Form

CREDIT/DEBIT AUTHORIZATION FORM

I {we} hereby authorize Lansing School District to initiate entries to my {our} checking/ savings accounts at the financial institution listed below {THE FINANCIAL INSTITUTION), and, if necessary, initiate adjustments for any transactions credited/debited in error. This authority will remain in effect until Lansing School District is notified by me (us) in writing to cancel it in such time as to afford Lansing School District and THE FINANCIAL INSTITUTION a reasonable opportunity to act on it. I (we) understand that it is my (our) responsibility to provide accurate account information and it is further understood that Lansing School District is not responsible for being provided incorrect and/or invalid account information.

Name:	
Name of Financial Institution:	
Signature:	Date:
Name - (PLEASE PRINT):	
Email for Voucher to be sent to:	
Email for Purchase Orders to be sent to Financial Institution Routing Number:	
Checking/Savings (circle one)	
Account number:	
Please fill out and mail to:	
Lansing School District, Attn: Purchasing Dept, 519 W. Kalamaz	oo, Lansing, MI 48933
OR	
Send via email: purchasing@lansingschools.net	
OR	
Fax: 517.755.3029	
OR	

Drop off: 519 W. Kalamazoo St., Purchasing Dept. Room 210, Lansing, MI, 48933