



## VENDOR APPLICATION

This form is provided as a convenience to assist vendors in notifying district Buyers of available products and services. Please complete the form below and return to [vendors@d214.org](mailto:vendors@d214.org). The completed form will be routed to the appropriate buyer(s) responsible for the specific products/services you designate. The information will be maintained by the Buyer and used to assist in the identification of potential sources of supply.

**Important Note:** Submission of the Notification of Vendor Services form does not guarantee nor should it be construed that the District will notify you of any bid opportunities. The Purchasing Department does not maintain an automated bid notification system.

**NOTE: ALL INFORMATION MUST BE FILLED OUT COMPLETELY BEFORE ANY ACTION CAN BE TAKEN BY DISTRICT**

Legal Company Name:		
Is this the Parent Company: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If No, give name of Parent Company:		
Check Applicable Box:		
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Government <input type="checkbox"/> Other		
Vendor Federal Tax Payer ID #:		
_____ - _____ (must be 9 digits long, with no alpha characters)		
Ordering Address:		
Contact Name:		
Phone:	Fax:	Email:
Remit Address (if different from above):		
Contact Name:		
Phone:	Fax:	Email:
<input type="checkbox"/> Supply    or <input type="checkbox"/> Service		

**I certify that the above information given is correct and accurate.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please select appropriate categories on next page.

**Select all categories that apply:**

- |  |   |
|--|---|
| <input type="checkbox"/> Apparel                           | <input type="checkbox"/> Arts & Crafts                    |
| <input type="checkbox"/> Audio Visual Equipment & Supplies | <input type="checkbox"/> Automobiles                      |
| <input type="checkbox"/> Automotive Parts/Supplies         | <input type="checkbox"/> Books & Publications             |
| <input type="checkbox"/> Building Materials                | <input type="checkbox"/> Building Services                |
| <input type="checkbox"/> Communication Equipment/Supplies  | <input type="checkbox"/> Computers/Supplies               |
| <input type="checkbox"/> Copier Repair Parts               | <input type="checkbox"/> Custodial Equipment/Supplies     |
| <input type="checkbox"/> First Aid and Safety              | <input type="checkbox"/> Food                             |
| <input type="checkbox"/> Food Service Equipment/Supplies   | <input type="checkbox"/> Furniture                        |
| <input type="checkbox"/> Home Economics Supplies           | <input type="checkbox"/> Library/Media Equipment/Supplies |
| <input type="checkbox"/> Maintenance Equipment/Supplies    | <input type="checkbox"/> Maintenance Services             |
| <input type="checkbox"/> Music Equipment/Supplies          | <input type="checkbox"/> Office Supplies                  |
| <input type="checkbox"/> Paper                             | <input type="checkbox"/> Recycling                        |
| <input type="checkbox"/> Scientific Equipment/Supplies     | <input type="checkbox"/> Security Equipment/Services      |
| <input type="checkbox"/> Software                          | <input type="checkbox"/> Sports Equipment/Supplies        |
| <input type="checkbox"/> Tools                             | <input type="checkbox"/> Toner/Copier Supplies            |
| <input type="checkbox"/> Vocational Education Supplies     | <input type="checkbox"/> Other (please specify below):    |
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Please email completed form to [vendors@d214.org](mailto:vendors@d214.org).

**Township High School District 214  
2121 S. Goebbert Road  
Arlington Heights, Illinois 60005**