

PHSC | PASCO-HERNANDO STATE COLLEGE

Vendor Registration Form

PHSC Purchasing Dept.
10230 Ridge Road
New Port Richey, FL 34654

Please type or print your responses to the applicable questions below.
Email the completed forms and W9 to: Purchasing@phsc.edu

<https://financial-services.phsc.edu/purchasing>

1. Vendor Name <i>Invoices must be submitted using the name in 1b)</i>	1a. Vendor Name:		1b. DBA Name: <i>(pay to the order of)</i>	
2. Mailing Address	Street/P.O. Box:			
	City:		State:	Zip:
3. Contact Person <i>Contact for quotes, etc.</i> <i>Purchase Orders will be emailed to this address:</i>	Contact Name:		Contact Title:	
	Telephone #:	Fax #:	Toll Free:	Cell phone:
	Email Address:		Website:	
4. Remit Address <i>Where to send payments</i>	Street/P.O. Box:			City:
	State:	Zip:	Remit Email address:	
5. Headquarters Address <i>If different from above</i>	Street/P.O. Box			
	City:		State:	Zip:
6. IRS Required Info. <i>Only one is required</i>	Federal Employer Identification Number		Social Security Number	
	The purpose of collecting the FEIN/SSN is to comply with IRS regulations to file 1099 forms.			
7. Type of Business	<input type="checkbox"/> Corporation	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Other
8. M/WBE Status	Is the vendor certified by the State of Florida's Office of Supplier Diversity as a Minority/Woman Owned Business in accordance with F.S. 287.0943(1), (2)? If yes, please provider copy of certificate.			<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Purchase Orders	Vendor agrees to accept the College's purchase orders.			<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Terms and Conditions	The vendor has read and agrees to comply with the attached purchase order Terms and Conditions. If no, please explain: _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
I certify that the information supplied herein (including all pages attached) is correct and that neither the vendor, nor any person (or concern) in any connection with the vendor as a principal or officer, so far as is known, is now barred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies, construction, or services to any thereof.				
Signature		Print Name/Title		Date