

DOUGLAS COUNTY SCHOOL SYSTEM

BUSINESS SERVICES OFFICE
P.O. BOX 1077, DOUGLASVILLE, GA 30133
770-651-2000 FAX 770-920-4026

In order to conduct business with and/or receive payments from the Douglas County School System, the following information is required. Failure to provide this information may result in delayed payments.

VENDOR # _____

To Be Completed by Douglas County School System

VENDOR INFORMATION FORM

SCHOOL/DEPARTMENT REQUESTING VENDOR BE ADDED

DCSS Employee #
(if applicable)

Employee's Location

Company or Business Name: _____

(Refer to instructions on the bottom of page.)

Individual Name: _____

Federal ID or Social Security Number: _____

AND DUNS # _____

(Please use 9 digit standard format: FEIN XX-XXXXXXX or SSN XXX-XX-XXXX)

PURCHASE ORDER MAILING ADDRESS and CONTACT INFORMATION:

Street address: _____

include building/suite number

City: _____

State: _____

Zip Code: _____

Phone: _____

Fax: _____

Web Site: _____

Contact Name: _____

(Local Representative in Atlanta Area)

E-Mail Address: _____

Cell Phone: _____

Contact Name: _____

(Someone we may contact if we cannot reach the local representative.)

E-Mail Address: _____

Cell Phone: _____

Account/Contract #:

Discount

Shipping Terms

REMITTANCE ADDRESS and CONTACT INFORMATION (if different from address listed above)

Street address: _____

include building/suite number

City: _____

State: _____

Zip Code: _____

Phone: _____

Fax: _____

Contact: _____

Doing Business As: Corporation LLC Sole Proprietorship Partnership Individual

Educational Governmental US Citizen/Resident Non-Resident Alien Other

INSTRUCTIONS

• *Sole Proprietors* : Must enter your individual name (as shown on your social security card) on the Individual Name line.

You may enter your business or "doing business as" name on the Business Name line. For the Taxpayer Identification Number, enter either your Social Security Number or the Federal Employer Identification Number of the business.

• *Business Name* : Enter the name of the entity as it is listed with the IRS on the Form SS-R, Application for Employer Identification Number. This name should be consistent with the name used on tax returns.

**DOUGLAS COUNTY SCHOOL SYSTEM
VENDOR INFORMATION FORM**

VENDOR _____

How long have you been in business? _____

Do you currently do business with Douglas County School System? _____

In what capacity? _____

List other school systems you currently service _____

CONFLICT OF INTEREST POLICY

Does any Officer, Director, Owner or Partner in this company have a relationship with the Douglas County School System?

YES NO

- The types of relationships include:
1. A spouse/partner or minor child is employed by the Douglas County School System.
 2. A financial relationship with a Douglas County School System employee.
 3. A personal relationship with a Douglas County School System employee.

If yes, please state the NAME and RELATIONSHIP to individual:

Does any Officer, Director, Owner or Partner in this company hold a position at any Douglas County School System department or school?

YES NO

If yes, please state the NAME and RELATIONSHIP to individual:

GEORGIA IMMIGRATION REFORM AND CONTROL ACT

***** In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, OCGA 13-10-90 et. seq., (collectively the "Act") the Vendor ("Contractor") MUST INITIAL the statement applicable to Contractor below; and Contractor must immediately notify DCSS in writing if the affirmations below change:

(a) _____ (Initial here): Contractor warrants that, Contractor has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program; will continue to use the authorization program throughout the contract period; Contractor further warrants and agrees Contractor shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et.seq.; **[Contractors who initial (a) must attach a Contractor Affidavit and Agreement]**;

OR

(b) _____ (Initial here) Contractor represents and warrants that it does not physically perform any service within the State of Georgia pursuant to O.C.G.A. 13-10-90 et al. and thus does not have to comply with the foregoing Georgia law.

VENDOR APPLICATION VERIFICATION

The undersigned certifies that the information contained herein is correct. I understand that misrepresentation may cause for removal from the qualified vendor list and any other penalties allowed by law. Further, I affirm that this company's employment practices do not discriminate because of age, race, creed, color, sex, national origin, religion, or disability.

I also understand that the Douglas County School System is on a Net 30 day payment schedule and that payment will not be made until 30 days after the date of invoice and/or receipt or completion of goods and services.

VENDOR SIGNATURE (Typing your name certifies information is correct.)

TITLE

PHONE

DATE

DCSS OFFICE USE ONLY	CONFLICT OF INTEREST	VERIFIED LICENSED IN STATE OF GEORGIA	VERIFIED NOT LISTED ON EPLS LIST	VERIFIED WORKER'S COMP INSURANCE	GA IMMIGRATION REFORM ACT
<i>(Form Revised 7/16/2014)</i>	DATE ENTRY APPROVED	DATE ENTERED INTO MUNIS	DATE DENIED	DATE REQUESTOR NOTIFIED	

**DOUGLAS COUNTY SCHOOL SYSTEM
COMMODITY CODE LIST**

Vendor Name:			
CODE	AUDIO/VISUAL	CODE	EDUCATION AND INSTRUCTION
803	Sound Systems & Accessories	23355	Kilns and Furnaces
840	Television Equipment	493	Laboatory Equipment, Chemistry
84027	Television Equip-Carts/Stands	495	Laboatory Equipment, Biology
84030	Television Equip-DVD/TV Combos	580	Musical Instruments
84067	Television Equip-Video Camera Recorders	71505	Publications and AV-Audio Cassettes
84068	Televisiont Equip-VCR/DVD/TV Combos	71510	Publications and AV-Books
880	Visual Education Equipment	71512	Publications and AV-Reference
88043	Visual Education Equip-Projection Screens	71535	Publications and AV-Electronic
	Other Audio/Visual	71590	Publications and AV-Video Cassettes
CODE	AUTOMOTIVE	785	School Equipment and Supplies
055	Automotive Accessories	78515	School Equipment-Dry Erase Boards
060	Automotive Maintenance Items	78589	School Equipment-Special Education
065	Automotive Bodies, Accessories	78590	School Equipment-Test & Test Scoring Devices
070	Automotive Vehicles		Other Education and Instruction
075	Automotive Shop Equipment	CODE	FOOD/NUTRITION
405	Fuel, Oil, Grease & Lubricants	019	Agricultural Crops and Grains
863	Tires and Tubes	090	Bakery Equipment, Commercial
	Other Automotive Miscellaneous	165	Cafeteria Equipment, Commerical
CODE	COMMUNICATIONS	240	Cutlery, Dishes, Flatware, Glassware, Etc.
725	Radio Communication, Telephone	245	Dairy Equipment and Supplies
72574	Radio Communication, Two-Way Radio	370	Food Processing Equipment and Supplies
	Other Communications	375	Foods, Bakery Products (Fresh)
CODE	CONSTRUCTION	380	Foods, Dairy Products (Fresh)
135	Bricks and Other Clay Products	385	Foods, Frozen
150	Builder's Supplies	390	Foods, Perishable
155	Buildings and Structures	393	Food, Staple Grocery
210	Concrete and Metal Culverts	740	Refrigeration Equipment and Accessories
	Other Construction		Other Food/Nutrition
CODE	CUSTODIAL	CODE	FURNITURE
085	Bags, Bagging, Ties, Erosion Control Equip.	420	Furniture - Cafeteria, Library, School
365	Floor Maintenance Machines	425	Funiture - Office
485	Janitorial Supplies, General	42553	Lockers, Storage
48550	Door Mats, All Types		Other Furniture
640	Paper and Plastic Products Disposable	CODE	LIBRARY
	Other Custodial	125	Bookbinding Supplies
CODE	EDUCATION & INSTRUCTION	525	Library and Archival Equipment
050	Art Equipment and Supplies		Other Library
232	Crafts, General		

	CODE	MAINTENANCE		CODE	SERVICES
	010	Acoustical Tile, Insulating Materials, Supplies		906	Architectural Services, Professional
	025	Air Compressors & Accessories		907	Architectural Services, Non-Professional
	031	Air Conditioning & Heating Supplies		909	Building Construction Services, New
	28550	Light Bulbs		910	Building Maintenance and Repair Services
	295	Elevators and Escalators		91039	Janitorial/Custodial Services
	330	Fencing		912	Construction Services, General
	335	Fertilizers & Soil Conditioners		915	Communication and Media Services
	340	Fire Protection Equipment		918	Consulting Services
	360	Floor Covering		91838	Consulting Services-Education and Training
	445	Hand Tools, Accessories & Supplies		91843	Consulting Services-Environmental
	450	Hardware and Related Items		924	Educational Services
	515	Lawn Maintenance Equipment		925	Engineering Services, Professional
	540	Lumber and Related Products		926	Environmental Services
	57M	General Maintenance		946	Financial Services
	59595	Wood Chips and Bark, Composted		953	Insurance, All Types
	630	Paint and Related Products		956	Library Services
	635	Painting Equipment and Accessories		96115	Vending, Concessions, Catering Services
	66M	Locks and Doors		966	Printing and Related Services
	670	Plumbing Equipment and Supplies		96896	Water & Wastewater Treatment Services
	770	Roofing		971	Real Property Rental or Lease Services
	801	Signs, Sign Materials		981	General Equipment Rental or Lease Services
	885	Water and Wastewater Chemicals		985	Office Equipment Rental or Lease Services
	895	Welding Equipment & Supplies		98854	Lighting Services for Athletic Fields
		Other Maintenance		989	Sampling and Testing Services
					Other Services
	CODE	OFFICE		CODE	TECHNOLOGY
	310	Envelopes, Plain or Printed		204	Computer Hardware-Microcomputer
	395	Forms, Computer		206	Computer Hardware-Mainframe
	600	Office Machines, Equipment & Accessories		207	Computer Accessories and Supplies
	60082	Shredders, Paper		208	Computer Software-Microcomputers
	615	Office Supplies, General		209	Computer Software-Mainframe
	620	Office Supplies, Pens, Pencils, Etc.		287	Electronic Components & Replacement Parts
	645	Paper			Other Technology
		Other Office			
	CODE	SAFETY AND ATHLETICS			OTHER CATEGORIES NOT CLASSIFIED ABOVE
	200	Clothing, Athletic Uniforms			
	345	First Aid and Safety Equipment			
	420004	Auditorium/Stadium Seating			
	650	Playground Equipment			
	805	Sporting Goods, Athletics			
	860	Tickets, Coupon and Sale Books			
		Other Safety and Athletics			