



Flowing Wells Unified School District No. 8

Business Services Department – 1556 W. Prince Road, Tucson, AZ 85705

Please email to: Teresa.Austin@fwusd.org or Fax to: 520-690-2330

How to Become a Registered Vendor with the Flowing Wells School District

1. Please visit www.azpurchasing.org and register as a vendor to be included on our vendor list. There is no fee for this registration.
2. Submit a current W-9 to Teresa.Austin@fwusd.org or fax to: 520-690-2330. **A check will not be issued if we do not have a current W-9.**
 - Current Flowing Wells bid solicitations are located on www.azpurchasing.org. Once registered as a vendor, you will be notified of all Flowing Wells Bids/RFP's.
 - By registering at the AZpurchasing website, you will not only be included on our future solicitations, but you will be notified of opportunities with many other local school districts.

****Should you decide not to register your firm at www.azpurchasing.org, please be aware that you will not be notified for future bids or solicitations from the Flowing Wells School District, and the form attached is required, along with a current W-9.**



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Please email to: Teressa.Austin@fwusd.org or Fax to: 520-690-2330

Vendor Information

Company Name: _____

Mailing Address: _____

Remit Address: _____

Business Phone: (_____) _____ - _____

Fax: (_____) _____ - _____

Sales Contact Person: _____

Title: _____

E-Mail Purchase Orders Can be sent to: _____

Web Address: _____

Accounts Receivable Contact Person: _____

Business Phone: (_____) _____ - _____

E-Mail: _____

I certify that:

1. I am duly authorized to certify the information requested herein;
2. To the best of my knowledge, the elements of information provided herein are accurate and true as of this date;
3. My organization warrants that it and all proposed subcontractors are in compliance with Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees, and shall obtain statements from all subcontractors certifying compliance with this requirement and shall furnish the statements to the District upon request;
4. My Organization shall comply with all State and Federal equal opportunity and non-discrimination requirements and conditions of employment in accordance with Federal Executive Order 11246, State Executive Order 75.5 or A.R.S.41-1461 through 1465;
5. My organization shall not provide any product or service without first having in our possession an authorized Purchase Order from the District. I understand that payment for any product or service provided without an authorized Purchase Order is NOT the responsibility of the District and I will be required to obtain payment from the individual requestor;
6. My organization shall provide the Purchase Order number on all invoices submitted to the District. I understand that invoices received without this information will not be paid;
7. All District invoices shall be submitted directly to the District Accounts Payable Department and not to the requesting school or department.

I acknowledge that by not registering as a vendor at www.azpurchasing.org, my firm will not be notified of future bids or solicitations from the Flowing Wells School District. _____(Initial)

I acknowledge that I am not a Flowing Wells District employee or relative of a Flowing Wells School District employee. _____(initial) *If yes, a conflict of interest statement must be on file with the Business Office.

Typed Name: _____ Date: _____

Signature: _____ Title/Position: _____