



USD #501 – TOPEKA PUBLIC SCHOOLS VENDOR REGISTRATION FORM

New Application Renewal Application

INSTRUCTIONS: This Vendor Registration Form provides Topeka Public Schools with important information about you as a vendor. Please complete the form as thoroughly as possible and return to the following address: USD # 501-Topeka Public Schools, Burnett Administration Center, Business Office, 624 SW 24th Street, Topeka, Ks 66611-1294. The completed form may also be emailed to dmerryman@tps501.org or faxed to 785/575-6169.

USD # 501 requires vendors to update their registration information every two years. No renewal notices will be sent to vendors, it is the vendor's responsibility to renew registration in a timely manner.

Vendor Name: _____

Federal Employee Identification Number (FEIN): _____

Social Security Number: _____ 1099: _____

Primary Address: Order Placement

Payment Address: Remittance

Line 1 _____ Line 1 _____

Line 2 _____ Line 2 _____

Line 3 _____ Line 3 _____

City, State, ZIP _____ City, State, ZIP _____

Alternate Payee Name (if name on remittance is different): _____

Contact Person: _____

Local Phone: _____

Toll Free Phone: _____

Local Fax: _____

Toll Free Fax: _____

E-Mail Address: _____

Web Address: _____

Business Classification:

(Check one that best describes your business)

Large Business

Small Business

Handicapped

Minority Owned Business Enterprise (MBE)

Indicate Ethnic Code in box above: 01-Black, 02-Asian/
Pacific Islander, 03-Hispanic, 04-Native American,
05-Asian Indian, 06-Other

Woman Owned Business Enterprise (WBE)

A business is considered minority or women-owned when a minority or woman holds at least 51 percent of the business interest. The eligible minority/woman owner must hold the highest officer position in the firm and possess the power to direct the management and policies of the firm on a full time basis.

Check the choice that best describes your firm's location:

Local – Main Office/Headquarters within TPS boundaries

Regional – Office/Shop/Store, etc., in Kansas

Local – Office/Shop/Store, etc. within TPS boundaries

Other – Office/Shop/Store, etc., outside of Kansas

Signature: _____ Title: _____

Print Name: _____ Date: _____