



PURCHASING & CONTRACT SERVICES

SUPPLIER REGISTRATION FORM

Thank you for your interest in doing business with San Joaquin Delta Community College District. In accordance with District's Policy and in order to be registered as a supplier, complete this "W-9/Supplier Information Form".

Information collected on this form will help the District comply with the Internal Revenue Code, Section 6109, which requires a supplier to have a Tax Identification Number on file, **before an order or payment can be processed.**

If the Supplier information section is not returned completely filled out, including the Business Certification, the supplier will be listed as "Non-Responsive".

In order to keep the Supplier's record up to date and to report accurate information, it's important to always maintain the most current information on file. Therefore, if changes occur, a revised W-9/Supplier Information Form must be completed. Updated forms will replace existing forms.

Please attach the supplier registration form to the requisition.

Thank you,

The Purchasing and Contract Services Team

Contact Phone: _____

Company Website: _____

Contractors and/or Business License Number: _____

Do you collect California Sales Tax? Yes or No Response _____

What are your payment terms? _____

Are you an employee of San Joaquin Delta Community College District (Yes or No) _____

Business Certification - Please check only one box:

<input type="checkbox"/>	Disabled Veteran Owned	<input type="checkbox"/>	Women Owned
<input type="checkbox"/>	Disabled Owned	<input type="checkbox"/>	Minority Owned
<input type="checkbox"/>	Veteran Owned	<input type="checkbox"/>	Small Business
<input type="checkbox"/>	Micro Business Owned	<input type="checkbox"/>	

Certified by the California Department of General Services? Yes or No Response _____

Certification Organization Name: _____

Category Code List (Select All That Apply)

Oracle Code	Oracle Category Code Description	Please "X" if applicable
100	Advertisements	
200	Agriculture, Horticulture, Ornamental Equipment and Supplies	
300	Art, Ceramics, Drafting Equipment and Supplies	
400	Athletic Equipment and Supplies	
500	Audio Visual, Broadcast, Photography, Radio, TV Equipment and Supplies	
600	Automotive Auto Body, Auto Electronics Equipment and Supplies	
700	Books, Film, Video, Pre-Printed Material and Publications	
3800	Building Maintenance, Repair, Service, Public Works	
800	Building Materials, Floor and Window Covering, Paint, Upholstery	
900	Catering (Food Only) No On-Site Service	
1000	Child Care (CDC) Equipment and Supplies	
1100	Computer Hardware, Software Equipment and Supplies	
1200	Confirming and Reimbursement Purchase Orders (VIOLATION)	
3900	Contract	
1300	Copiers, Fax, Graphics, Printing, Duplicating Equipment and Supplies	
1400	Culinary Arts, Food Service, Equipment and Supplies	

1500	Electronics Equipment and Supplies	
1600	Emergency Purchase Orders	
1700	Fashion Design Equipment and Supplies	
1800	Furniture	
1900	Grounds Equipment and Supplies	
2000	Health Sciences Equipment and Supplies	
2100	Janitorial Equipment and Supplies	
2200	Locksmith, Security Equipment and Supplies	
2300	Mailing, Packaging, Shipping Equipment and Supplies	
2400	Maintenance, Electrical, HVAC, Plumbing, Refrigeration, Equipment and Supplies	
2500	Memberships, Dues and Subscriptions	
2600	Musical Equipment and Supplies	
2700	Office, School Equipment and Supplies	
2800	Police Equipment and Supplies	
2900	Promotional	
3000	Safety, First Aid, Hazardous Materials Equipment and Supplies	
3100	Scientific Equipment and Supplies	
3200	Signs	
3300	Telecomm, Two-way Radios, Equipment and Supplies	
3400	Theatrical Equipment and Supplies	
3500	Transportation, Utility Equipment and Supplies	
3600	Uniforms, Shoes and Boots	
3700	Welding Equipment and Supplies	

Declaration

The undersigned understands that accordance with California Assembly Bill 3678, effective January 1, 1987, that any person through its directors, officers, or agent that falsely represents a business as a women or minority business enterprise in an attempt to procure contracts is subject to fine or imprisonment.

The undersigned agrees to inform San Joaquin Delta Community College of any changes to the information contained herein, particularly changes in ownership, controlling interest or operations.

The undersigned does further certify that they shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, or because they are disabled, or veteran of the Vietnam era, and shall comply with all applicable provisions of state and federal requirements regarding equal employment opportunity, affirmative action reporting and compliance programs, utilization of minority business enterprises and subcontractor programs.

Date: _____

Print: _____

Sign: _____