



Maricopa County Community College District
Purchasing Department
 2411 West 14th Street
 Tempe, AZ 85281-6942
 Web Site: <http://www.dist.maricopa.edu/purchasing/>
 (480) 731-8520 Voice
 (480) 731-8190 FAX

Vendor Registration Form	
for MCCCCD use only	
Date: _____	Vendor Number: _____

Company Name: _____

Parent Company Name (If Applicable): _____

Order From Address (This is the name and address that will appear on purchase orders and checks)

Division (if applicable): _____
Street / PO Box: _____
City, State, Zip+4: _____
Contact Person: _____
Contact's Title: _____
Telephone: () _____ FAX: () _____ E-Mail _____

Remittance Address (if different than Order From Address)

Division (if applicable): _____
Street / PO Box: _____
City, State, Zip+4: _____
Contact Person _____
Contact's Title: _____
Telephone: () _____ FAX: () _____ E-Mail _____

Classification Information

Class Type (please check one category if applicable):

- Minority-owned business (MBE) Woman-owned business (WBE) Minority Woman-owned business (MWBE)

Tax Information - Required

(Please note, a vendor's registration will not be considered by the Maricopa Community Colleges District without the following information.)

Tax Reporting Name (Legal Name): _____

Taxpayer ID Number:

Federal Tax ID #: _____ or Social Security #: _____

Note: The Federal Tax ID # or Social Security # provided must be the correct number for the Tax Reporting Name (Legal Name).

Arizona Sales Tax # (transaction privilege tax #) _____

Does your company pay Arizona Sales Tax? Yes No

If outside of Arizona, does your company have nexus with the state of Arizona? Yes No

Tax Contact Person: _____ Tax Contact Title: _____

Tax Mailing Address: Division (if applicable): _____

Street/PO Box: _____

City, State, ZIP+4 _____

Organization Type (Check One):

- Corporation (includes S-Corp) Individual Partnership Government Agency

**Foreign Suppliers use Form W-8 ECI or W-8 BEN available at <http://www.maricopa.edu/vendors/index.htm#forms>

The Maricopa County Community College District is required by the IRS to report certain payments on Form 1099-MISC. Failure to provide your Taxpayer Identification Number may give rise to a \$50 penalty from the IRS (Code Sec. 6723 and Code Sec. 6724 (d)(3)). If a payee account is shown to have a missing or incorrect Taxpayer Identification Number, the IRS requires backup withholding at 31%. Consequently, the Maricopa County Community College District requires a Vendor Registration Form to be on file for all vendors.

Authorized Printed Name: _____

Authorized Signature: _____ Date: _____

**By completing this form, you are registered with all ten of the Maricopa Community Colleges. To view these campuses, please visit <http://www.maricopa.edu/>.

The Maricopa County Community College District's Commodity Codes
Check all of the products and/or services provided by your company

A - Advertising

- 037-52 Advertising Specialties-Imprinted Items
- 080-00 Advertising Specialties-Badges, Name Tags
- 715-00 Publications and Audiovisual
- 915-00 Communications & Media Services

B - Automotive

- 055-00 Accessories
- 060-00 Maintenance and Repair
- 060-57 Glass-Door, Windshield etc.
- 065-00 Automotive Bodies-Accessories, Parts
- 070-00 Vehicles
- 075-00 Shop Equipment
- 405-00 Fuel, Oil, Grease and Lubricants
- 863-00 Tires and Tubes
- 928-00 Maintenance and Repair

C - Buildings and Grounds

- 150-00 Builder's Supplies
- 155-00 Buildings and Structures
- 155-50 Building, Modular & Portable
- 200-00 Clothing / Apparel
- 285-00 Electrical Equipment & Supplies
- 330-00 Fencing
- 335-00 Fertilizers / Soil Conditioners
- 340-00 Fire Protection Equipment
- 360-00 Floor Covering
- 485-00 Janitorial Equipment and Supplies
- 515-00 Lawn Equipment and Parts
- 540-00 Lumber Products
- 560-00 Material Handling Equipment
- 635-00 Painting Equipment and Supplies
- 670-00 Plumbing Equipment and Supplies
- 745-00 Asphaltic Materials
- 750-21 Cement
- 770-00 Roofing
- 801-00 Signage
- 890-00 Water Treatment
- 910-59 Pest Control
- 981-00 Rental or Lease of Equipment

D - Communications

- 280-00 Cabling
- 287-00 Electronic Components
- 725-00 Radio / Telephone / Telecom
- 730-00 Telecommunication Testing
- 803-00 Sound Systems
- 840-00 Television Equipment

E - Computers

- 204-00 Hardware and Peripherals (Micro)
- 206-00 Hardware and Peripherals (Mini)
- 207-00 Accessories and Supplies
- 208-00 Software (Micro)
- 209-00 Software (Mini)

F - Consulting Services

- 914-38 Electrical
- 918-04 Fiscal
- 918-07 Advertising
- 918-15 Architectural
- 918-26 Public Relations
- 918-28 Computer Hardware
- 918-29 Computer Software
- 918-31 Construction
- 918-42 Engineering
- 918-43 Environmental
- 918-66 Human Resources
- 918-74 Legal
- 918-76 Marketing
- 918-78 Medical Provider
- 918-95 Telecommunications

G - Contractors

- 906-78 Security Systems
- 913-94 Paving/Resurfacing
- 914-00 Construction General
- 914-30 Concrete
- 914-38 Electrical
- 914-50 HVAC
- 914-55 Masonry
- 914-61 Painting
- 914-68 Plumbing
- 914-73 Roofing

H - Food Services

- 165-00 Cafeteria, Kitchen Equipment-Commercial
- 165-01 Food Services; Kitchen Equipment
- 375-00 Foods-Bakery
- 380-00 Foods-Dairy Products
- 385-00 Foods-Frozen
- 390-00 Foods-Perishable

- 393-00 Foods-Staples, Groceries and Misc
- 393-77 Foods-Soft Drinks

I - Furniture

- 410-00 Health Care
- 415-00 Laboratory
- 420-00 Cafeteria / Classroom / Library
- 420-04 Auditorium
- 425-00 Office Furniture

J - Instructional & Library Products

- 050-00 Art Equipment and Supplies
- 233-00 Crafts
- 525-00 Library Equipment and Supplies
- 545-00 Machinery and Hardware
- 580-00 Musical Instruments and Supplies
- 655-00 Photographic Equipment and Supplies
- 680-00 Police Equipment and Supplies
- 785-00 School Equipment and Supplies
- 785-05 Atlases, Charts, Globes & Maps
- 785-20 Books and Manuals
- 785-70 Instructional Aides
- 785-93 Vocational Equipment & Supplies
- 805-00 Sporting / Athletic Equipment
- 855-00 Theatrical Equipment and Supplies
- 880-00 Visual Education Equipment and Supplies
- 880-11 Audio Visual Equipment and Supplies
- 895-00 Welding Equipment and Supplies
- 908-00 Bookbinding / Rebinding

K - Laboratory/Medical Equipment and Supplies

- 175-00 Chemical Lab Equipment & Supplies
- 193-00 Clinical Lab Equipment & Supplies
- 260-00 Dental Equipment and Supplies
- 490-00 Laboratory Equipment and Supplies (General)
- 490-55 Spectrometers
- 490-58 Microscopes

L - Office Equipment & Supplies

- 395-00 Forms & Labels-Continuous
- 600-00 Office Machines and Accessories
- 600-38 Copiers-Plain Bond
- 610-00 Carbon Paper and Ribbons
- 615-00 Office Supplies, General
- 615-82 Stock Forms and Labels
- 620-00 Writing Instruments-Pens, Pencils, Markers
- 645-00 Paper (For Office and Print Shop Use)

M - Printing Products & Services

- 700-00 Printing Plant Equipment and Supplies
- 915-48 Graphic Arts Services
- 915-58 Mailing Services
- 966-00 Printing and Related Services

N - Services

- 906-07 Architectural
- 906-40 Graphic Design
- 906-56 Landscape Architecture
- 909-00 Construction Management
- 909-76 Sitework
- 910-10 Carpet Cleaning
- 910-13 Elevator Installation & Maintenance
- 910-27 Trash Removal
- 910-36 HVAC Services
- 910-39 Janitorial Services
- 910-48 Locksmith Services
- 910-54 Painting Services
- 910-59 Pest Control
- 912-44 Excavation Services
- 913-94 Paving & Resurfacing
- 915-64 Media Clipping Services
- 915-82 Video Production
- 915-72 Photography
- 924-00 Educational Services
- 925-07 Engineering, HVAC
- 925-17 Engineering, Civil
- 925-31 Engineering, Electrical
- 925-35 Engineering, Environmental
- 925-46 Geotechnical-Soils
- 925-67 Engineering, Mechanical
- 925-88 Engineering, Structural
- 946-00 Financial Services
- 946-15 Appraisal Services-Real Estate
- 946-16 Appraisal Services-Non Real Estate
- 946-25 Banking Services
- 946-33 Collection Services
- 946-48 Financial Advisory Services
- 946-54 Leasing Companies
- 948-00 Health Related Services

- 953-00 Insurance, All Types
- 954-00 Laundry & Dry Cleaning
- 954-05 Laundry & Linen
- 956-00 Library Services
- 961-15 Catering Services
- 961-40 Food Management Services
- 961-53 Marketing Services
- 961-78 Travel Agency and Charter Services
- 962-09 Auctioning Services
- 962-24 Courier/Delivery Services
- 962-40 Hazardous Material Services (inc. Disposal)
- 962-56 Moving Services
- 962-87 Transportation Services-Local
- 962-88 Transportation Services-Non Local
- 964-00 Personnel, Temporary
- 966-81 Silk Screen Printing
- 968-74 Street Sweeping
- 968-90 Vehicle Towing & Storage
- 971-00 Real Property Rental or Lease
- 971-08 Building Rental or Lease
- 971-30 Hotel-Motel Accommodations
- 971-35 Land Rental or Lease
- 971-45 Office Space Rental or Lease
- 971-65 Room Rental Conferences, Seminars etc
- 977-37 Film, Movie & Video Tape Rental
- 988-52 Landscaping (including Design, Fertilizer)
- 988-88 Tree Trimming & Pruning
- 990-00 Security, Fire, Safety & Emergency Serv
- 990-46 Guard & Security Services

O. - Miscellaneous

- 035-00 Aircraft & Airport, Equipment, Parts, Supplies
- 200-00 Clothing, Apparel, Uniforms, & Accessories
- 045-00 Appliances & Equipment, Household

Other _____

Instructions for filling out the Vendor Registration Form:

1. Make a copy of the blank registration form to notify us of address changes your company may have in the future.
2. Type this form, if possible. This form can be filled out online at <http://www.dist.maricopa.edu/purchasing/VRF.pdf>
3. Make sure the form is signed.
4. Enter the purchasing site address in the first block.
5. Enter the remittance address; the address MCCCDC will send payment to in the second block.
6. Check a classification type in third block, if applicable; otherwise, leave the block blank.
7. A Federal Tax ID number or a Social Security number must be included on this form in order to be listed as a vendor with MCCCDC. If a Social Security number is listed, please indicate the legal name for that number.

Your parent company or headquarters *may* have a different Federal Tax ID number from yours. Please enter your Federal Tax ID number.

The District is **NOT** exempt from sales tax (except for Library use) and pays sales tax to in-state vendors. For purchases from out-of-state vendors who do not have an "Arizona Transaction Privilege Tax License", the District pays use tax to the State of Arizona.

If your company does not have an "Arizona Transaction Privilege Tax License", mark "none" in the appropriate box.

8. If you are a foreign individual or foreign corporation use form W-8 ECI or W-8 BEN. These forms are available to be downloaded from the Web at <http://www.maricopa.edu/vendors/index.htm#forms>
9. The second and third page lists commodity categories. If you wish to receive "Invitation(s) for Bid," please indicate the commodity category or categories your business falls under. If your product or service is not listed, please list your product or service on the line marked "Other."
10. Send your completed vendor registration form to:

Maricopa County Community Colleges
District Office, Purchasing Department
2411 West 14th Street, Tempe, AZ 85281-6942

11. Questions? Please call us at (480) 731-8520.