

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

817 Bill Beck Boulevard Kissimmee, FL 34744-4495 (407) 870-4600

VENDOR INFORMATION FORM

This form and the attached form W-9 MUST be completed before we can add your company to our vendor files. Please return completed form to the address above: **ATTN: ACCOUNTS PAYABLE DEPT.**

Purchase orders are required for all purchases. No school district employee is authorized to place an order for merchandise or services without a printed purchase order. The School District is not obligated to pay for any goods or services that have not been authorized by purchase order.

The timelines for payments to vendors are governed by the Florida Prompt Payment Act (Sec. 218.70, F.S.). This provides that payments shall be made within 45 days from delivery of goods and receipt of a proper invoice for non-construction purchases and within 20 days of completion of work and receipt of proper invoice for construction services.

Name: (to be used on Purchase Orders)	Date:
Address:	Phone #
City, State, Zip:	Fax #

Remittance Information (if different than above) Name:	Accounts Payable Use Only	
Address:	Vendor #	
City, State, Zip:	1099 Status	Initial

Please <input checked="" type="checkbox"/> YES or NO to the following questions:	YES	NO	AP USE
Will payments to you from the School District be for medical or health care services?			V6-
Are you incorporated?			V--
Will any payments to you from the School District be for services?			V7-
Are you a provider of legal services?			V7-
Are you an employee of the Osceola County School Board (either regular or substitute)?			E-P
Is any employee of the School District of Osceola County, Florida an owner (5% or more), proprietor, partner, director, or officer of this business? If yes, Employee name: _____			V-P
Is any owner (5% or more), proprietor, partner, director, or officer of this business the spouse or child of any employee of the School District of Osceola County, Florida? If yes, Employee name: _____			V-S

Note: If any of the above information changes, please notify the Accounts Payable Department.