



Purchasing Department
1414 S. 51st Avenue
Phoenix, AZ 85043
(602) 477-8900 – (602) 272-8378-fax

Dr. Jaime Rivera
Superintendent
Ms. Zorina Gray
Purchasing/Payroll Specialist

Dear Vendor:

The Riverside Elementary School District is required to maintain a vendor list on file for their quotations, invitation for bids and request for proposals.

Attached is the vendor registration form and with vendor commodity codes for you to fill out and return to us. The District utilizes written quotes, Invitations for Bid (IFB), Request for Proposals (RFP) and Request for Qualifications (RFQ). The District is also a member of or utilizes contracts from the Greater Phoenix Purchasing Consortium of Schools (GPPCS), the Strategic Alliance for Volume Expenditures (SAVE), Mohave Educational Services Cooperative (MESCC), The Cooperative Purchasing Network (TCPN) and the Arizona State Procurement Office (State Contract). The District encourages all interested vendors with quality products and services to register with us. Please update the vendor application below if you would like to continue to receive notification of District released bids and/or proposals. If you have any questions, please do not hesitate to contact us, via email or phone.

If you don't see a commodity code for the service/product you provide, please provide the description on the place provided on the Vendor Registration Form.

Please Note: We are also asking for your organization to certify that it complies with the following:

1. New employment eligibility through E-Verify program in compliance with A.R.S. 23-214 subsection A. Each contract shall contain the warranties required by A.R.S. 44-4401 relative to the E-verify requirements and,
2. The Registered Sex Offender Restriction: Pursuant to this order, the named vendor agrees by acceptance of this order that no employee of the vendor or a sub-contractor of the vendor, who has been adjudicated to be a registered sex offender, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be present. The vendor further agrees by acceptance of this order that violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.
3. Fingerprinting – A fingerprint check shall be made in accord with A.R.S. 41-1750 and Public Law 92-544 of all contractors, subcontractors or vendors and their employees except those who are not likely to have direct unsupervised contact with students, as determined by the School District.
4. Tutoring For Pay – Any person contracted by the state or District to provide tutoring services directly to pupils shall be required to obtain a fingerprint clearance card prior to such services being provided.

Return your completed forms – Vendor Registration Form and W-9 Form to the Purchasing Department at the address listed above, fax them to 602-272-8378 or e-mail to Zorina Gray at zgray@riverside.k12.az.us

Thank you and we look forward to your response.

Zorina Gray
Purchasing/Payroll Specialist
zgray@riverside.k12.az.us

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Notes: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>	Exemption from FATCA reporting code (if any) _____
<input type="checkbox"/> Other (see instructions) ▶ _____	<small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
OR					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



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050 Abatement Services//Disaster Services	2200 Equipment Rental	4900 Miscellaneous And Incidentals
100 Alarm Systems - Fire & Burglary	2300 Fencing, Installation, Supplies, Equip. & Rentals	5000 Motor Coach, Charter Bus & Taxi Cabs Svs,
103 Alarm Systems – Access Control, CCTV	2400 Field Lighting Repair, Supplies & Equipment	5100 Moving & Storage Services
105 Alarm Systems Repair	2500 Financing/Lease Purchasing	5200 Music, Sheet
200 Appliances – Large/Small Household	2570 Flags, Banners, Posters & Accessories	5205 Musical Instruments
205 Appliances - Repair	2600 Fuel, Gasoline & Diesel	5210 Musical Instruments Repair
300 Architectural/Engineering Services	2700 Flooring - Tile, Wood, Carpet, Pavers	5300 Newspaper Advertising
400 Art Supplies and Equipment	2750 Fundraising	5400 Nursing Equipment & Supplies
450 Artists, All Types	2800 Furniture - Auditorium & Lecture	5410 Nursing Services
500 Athletic Officials	2805 Furniture - Classroom	5500 Office Equipment & Machines
505 Athletic Bleachers/Grandstands	2815 Furniture - Library/Media	5510 Office Supplies
510 Athletic Scoreboards	2820 Furniture - Music & Band	5600 Paper - Bond (Copier), White, Color
520 Athletic Supplies and Equipment	2825 Furniture - Office	5605 Paper - Envelopes, Letterhead
530 Athletic Tracks and Track Resurfacing	2830 Furniture - Outdoor	5650 Party Supplies, Equipment
540 Athletic Team Sports Uniforms	2835 Furniture - Science Lab	5700 Paving & Parking Lot Repair
550 Athletic Training and Medical Supplies	2840 Furniture – Restoration/Repair – All Types	5800 Photography – Equipment & Supplies
560 Athletic Weight Lifting Equipment	2870 Game Room Equip/Repair/Services	5810 Photography Services
570 Athletic Wrestling Mats and Repair	2900 Government Entity Dues/Fees	5830 Playground Equipment/Repairs/Services
600 Auditing Services	3000 Grading/Excavations	5900 Portable Buildings
700 AV Supplies & Equipment	3100 Grounds & Maintenance Equipment	6000 Postage/Mailing Services
800 Banking Services	3200 Hazardous Material Response	6100 Prevention Services/Supplies
850 Billboard Advertising	3300 ID Card System And Supplies	6200 Printing Services
900 Bond Counsel	3400 Instructional Supplies	6205 Printing/Imprint Merchandise
910 Bond Services	3500 Insurance - Dental	6300 Professional Organizations Membership
1000 Food Service - Bread and Buns	3510 Insurance - HMO's & Major Medical	6500 Radios - 2-Way Mobile
1010 Food Service – Equipment/Repair	3515 Insurance - Long Term Disability	6575 Real Estate Appraisals, Title Agency
1015 Food Service - Food & Paper Products	3520 Insurance - Risk Management/General Liability	6600 Recruitment Services
1020 Food Service - Milk and Dairy Products	3525 Insurance - Vision	6700 Restaurants - Fast Food
1023 Food Service – Paper Products/Supplies	3530 Insurance - Workman's Compensation	6800 Safety Supplies & Equipment
1025 Food Service – Snack Bar & Cake Items	3600 Intercom Systems	6900 Science Supplies & Equipment
1070 Cabling, All Types	3700 Janitorial/Custodial - Supplies & Equipment	7000 Security Services
1100 Camps, Museums, Parks, Theaters, Zoo	3800 Landscaping, Lawn Services, Tree Trimming	7100 Signs, Building, Interior/Exterior
1200 Cash Registers	3850 Lawn Sprinkler - Install & Maintenance	7200 Special Ed - Occupational Therapist Service
1300 Computer Hardware	3900 Legal Services	7215 Special Ed – Physical Therapist
1305 Computer Maintenance Service	4000 Library Book Automation and Detection System	7220 Special Ed – Speech Therapy Services
1310 Computer Program Services	4010 Library Books	7225 Special Ed – Special/Private Day Sch Services
1315 Computer Software	4015 Library Equipment/Supplies	7230 Special Ed – Supplies/Equipment
1320 Computer Supplies	4100 Life Skills Supplies & Equipment	7300 Storage Services
1325 Computer Training Services	4200 Lighting Supplies & Equipment	7400 Subscriptions, Magazine, Other
1400 Construction – Electrical Contractor	4250 Lighting, Stage	7500 Telephone Communication Install & Service
1410 Construction – Estimator	4300 Lockers - Student & Athletic	7510 Telephone, Cellular, Equipment
1420 Construction - General Contractor	4320 Locks, Bolt, Padlocks	7520 Telephone, Cellular Service
1430 Construction – Mechanical Contractor	4400 Lodging/Hotels, Motels	7600 Temporary Labor Services
1440 Construction – Painting Contractor	4500 Maintenance – Ceiling Tiles & Installation	7650 Testing Services & Materials
1450 Construction – Plumbing Contractor	4505 Maintenance - Concrete, Ready Mix, Installations	7700 Textbooks, New And Used
1460 Construction – Pool, Resurfacing	4510 Maintenance – Doors, Installation, Supplies, Equip.	7770 Training – All Types
1465 Construction – Project Manager	4515 Maintenance – Electrical Service and Repair	7800 Travel Service
1470 Construction – Roofing & Re-roofing	4520 Maintenance – Electrical Supplies and Equipment	7900 Uniforms, Staff, Students
1480 Construction – Specialized Services	4525 Maintenance – Filters, AC	7910 Uniforms, Band
1500 Consultant Services (specify)	4528 Maintenance – Glass – New, Repair, Install	8000 Utilities
1505 Consultant, Employee Services	4530 Maintenance – HVAC-Parts, Services & Equipment	8100 Vehicles - Buses
1508 Consultant, Executive Search	4535 Maintenance – Irrigation Supplies & Equipment	8105 Vehicles – Buses Video Cameras
1510 Consultant, Financial Services	4538 Maintenance - Heavy Equip., Const. & Industrial	8110 Vehicles – Cars, Trucks, Vans
1515 Consultant, Insurance Services	4540 Maintenance – Lamps & Bulbs - Florescent	8120 Vehicles – Golf, Utility Carts
1600 Contracted Educational Services	4545 Maintenance – Lumber & Building Supplies	8130 Vehicle Parts & Supplies
1700 Copiers	4547 Maintenance – Misc.	8140 Vehicle Repair
1710 Copier Maintenance & Supplies	4550 Maintenance – Paint and Lacquer Thinner	8145 Vehicle Tires, All Types, New/Repair/Retreads
1800 Curriculum/Instructional Aids & Supplies	4555 Maintenance – Plumbing Supplies & Equipment	8200 Waste Disposal
1900 Curtains - Blackout & Stage Rigging	4558 Maintenance - Roofing Services & Repairs	8250 Water Treatment Equip., Supplies, Services
1910 Curtains, Mini Blinds & Shutters	4560 Maintenance - Sheet Metal Fabrication/Ductwork	8275 Web Hosting Services
2000 Diplomas, Caps, Gowns, Class rings	4565 Maintenance – Sign – Interior/Exterior	8300 Workshops
2050 Document/Records, Scanning, Destruction	4600 Maps, Charts, Globes	8400 Yearbooks
2100 Energy Management	4700 Marker & Tack Boards, White Boards	
2150 Environmental Services		