

New Vendor

Update

VENDOR NUMBER _____

Date _____

JEFFERSON COUNTY SCHOOLS VENDOR REGISTRATION AND DISCLOSURE STATEMENT

All new vendors must complete the following information. This form must also be completed when vendor changes occur. Once completed, this form together with a completed **W-9 form** and a copy of a **valid WV Business License** should be emailed to finance.jefferson@k12.wv.us or via U.S. mail to **Jefferson County Schools, Finance Department, 110 Mordington Avenue, Charles Town, West Virginia 25414.**

VENDOR INFORMATION: _____

Name: _____

Address: _____

Telephone: (____) _____ Fax Number: (____) _____

Email address: _____

Name of Sales Representative: _____

We accept VISA/Mastercard as a method of payment (must check one) yes____ no____

List any employee employed by Jefferson County Schools (or spouse or dependent of such employee) who is an officer, director, employee, stockholder, or owner of any interest in the business of the vendor. If NONE, so state.

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

PRIMARY BUSINESS (CHECK ONE):

Distributor Wholesaler Contractor Services Retailer Manufacturer

Other _____

All Contracts must be signed by the Superintendent and have a completed WV-96 Form attached.

Completion of this form, properly signed, attests that all sales agreements will be in all respects, fair and without collusion or fraud, and further attests that no member, employee, or official of the Jefferson County Board of Education has a direct or indirect interest as a partner, stockholder holding more than 10% of the total-issue, or in any other manner in any business that may be conducted.

I certify that my company is not suspended or debarred by the state and/or federal government.

(Officer's/Owner's Signature)

Jefferson County Schools Use Only: JLT Member Authorization	Date _____
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