



WESTERN MICHIGAN UNIVERSITY

Purchasing
1903 W. Michigan Ave.
Kalamazoo, MI 49008
PHONE: (269) 387-8800
FAX: (269) 387-8824
wmu-purchasing@wmich.edu

VENDOR APPLICATION

INSTRUCTIONS: Please print this form, provide all information (typed or printed) as requested in the spaces provided and return to the address listed above via mail or fax. The IRS requires that you provide information that will allow us to complete 1099 reporting.

General Information

Individual Name: _____

Company or Business Name: _____

Website: _____ General Email: _____

Federal ID: _____

Address: _____ City: _____ St: _____ Zip: _____

Order to Address: _____ City: _____ St: _____ Zip: _____

RFQ Address: _____ City: _____ St: _____ Zip: _____

Remit to Address: _____ City: _____ St: _____ Zip: _____

Order Contact: _____

Phone: _____ Toll Free Phone: _____ Fax: _____

Business Details

Type of Business	<input type="checkbox"/> Dealer
(Check all that apply)	<input type="checkbox"/> Broker
<input type="checkbox"/> Manufacturer or Producer	<input type="checkbox"/> General Contractor
<input type="checkbox"/> Wholesaler	<input type="checkbox"/> Sub-Contractor
<input type="checkbox"/> Retailer	<input type="checkbox"/> Other

Type of Organization (check all that apply)
<input type="checkbox"/> Corporation Date Incorporated: _____ Which State: _____
<input type="checkbox"/> Non-Profit
<input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> Partnership – LLC <input type="checkbox"/> PSC <input type="checkbox"/>
<input type="checkbox"/> Other (Specify)

Business History and References
Date Established:
Number of Employees:
References (3) (use additional attachment if necessary)
1.
2.
3.

Diversity Type

Diverse businesses must be at least 51% owned and controlled by one or more individuals who are represented in the categories selected.	Include a copy of your certificate(s) with this Application.
Please check all that apply:	<input type="checkbox"/> Veteran Owned
<input type="checkbox"/> Majority (non-Diverse)	<input type="checkbox"/> Disabled
<input type="checkbox"/> Minority	<input type="checkbox"/> Small Disadvantaged
<input type="checkbox"/> Women Owned	<input type="checkbox"/> 8(a) Bus Dev Program

Conflict of Interest Policy

Does any Officer, Director, Owner or Partner in this company have a relationship with Western Michigan University? Yes ___ No ___

The types of relationships include:

1. A spouse/partner or minor child is employed by Western Michigan University.
2. A financial relationship with a Western Michigan University employee.
3. A personal relationship with a Western Michigan University employee.

If yes, please identify this person and define that relationship: _____

Vendor Application (Signature Required)

The undersigned certifies that the information contained herein is current and correct.

Authorized Signature: _____ Printed Name: _____

Title: _____ Phone: _____ Fax: _____

Product / Service Categories

Athletic <input type="checkbox"/> Apparel <input type="checkbox"/> Awards <input type="checkbox"/> Equipment <input type="checkbox"/> Medical Supplies <input type="checkbox"/> Promotional Items <input type="checkbox"/> Supplies by Sport <input type="checkbox"/> Training Items	Furniture/Fixtures <input type="checkbox"/> Appliances <input type="checkbox"/> Classroom Furniture <input type="checkbox"/> Floor Coverings <input type="checkbox"/> Housing Furniture <input type="checkbox"/> Lounge Furniture <input type="checkbox"/> Office Furniture <input type="checkbox"/> Outdoor Furniture <input type="checkbox"/> Window Coverings	Miscellaneous <input type="checkbox"/> Advertising <input type="checkbox"/> Art Supplies <input type="checkbox"/> Cameras <input type="checkbox"/> Cosmetology Supplies <input type="checkbox"/> Custodial/Janitorial Supplies <input type="checkbox"/> Educational Supplies <input type="checkbox"/> Films & Videos <input type="checkbox"/> Fire Safety Supplies <input type="checkbox"/> Fuels & Supplies <input type="checkbox"/> Hazardous Waste <input type="checkbox"/> Landscaping Supplies <input type="checkbox"/> Laundry & Dry Cleaning <input type="checkbox"/> Material Handling Supplies <input type="checkbox"/> Metals <input type="checkbox"/> Microfilm <input type="checkbox"/> Musical Supplies <input type="checkbox"/> Novelties & Promotional Items <input type="checkbox"/> Pest Control <input type="checkbox"/> Plant Materials <input type="checkbox"/> Plants & Flowers <input type="checkbox"/> Printing <input type="checkbox"/> Recycling <input type="checkbox"/> Signs, Emblems & Badges <input type="checkbox"/> Snow & Ice Control Chemicals <input type="checkbox"/> Theatrical Supplies
Communication/Telecom <input type="checkbox"/> AV Equipment <input type="checkbox"/> AV Services <input type="checkbox"/> AV Supplies <input type="checkbox"/> Cell Phones/Pagers <input type="checkbox"/> Hand-Held Devices <input type="checkbox"/> Rentals <input type="checkbox"/> Telephone Equipment <input type="checkbox"/> Telephone Supplies	Lab/Medical/Scientific <input type="checkbox"/> Animal Foods <input type="checkbox"/> Chemical Supplies <input type="checkbox"/> Drugs & Medical Supplies <input type="checkbox"/> Glass & Plexiglass <input type="checkbox"/> Laboratory Equipment <input type="checkbox"/> Laboratory Consumables <input type="checkbox"/> Laboratory Supplies	
Computers/Printers/Fax <input type="checkbox"/> Equipment <input type="checkbox"/> Infrastructure <input type="checkbox"/> Internal Components <input type="checkbox"/> Repairs <input type="checkbox"/> Software/Software Maintenance <input type="checkbox"/> Software/Software Support <input type="checkbox"/> Supplies	Office Products <input type="checkbox"/> Copiers <input type="checkbox"/> Copier Maintenance <input type="checkbox"/> Fax Machines <input type="checkbox"/> Office Equipment <input type="checkbox"/> Office Supplies <input type="checkbox"/> Paper Supplies <input type="checkbox"/> Photo Copying <input type="checkbox"/> Photographic Supplies <input type="checkbox"/> Printing Services <input type="checkbox"/> Printing/Drafting Supplies	
Construction – Materials/Supplies/Contractors <input type="checkbox"/> Architectural Services <input type="checkbox"/> Building & Maintenance Supplies <input type="checkbox"/> Engineering Services <input type="checkbox"/> Electrical Contractor <input type="checkbox"/> Electrical Equipment/Supplies <input type="checkbox"/> Environmental Contractors/Services <input type="checkbox"/> Environmental Supplies <input type="checkbox"/> Flooring <input type="checkbox"/> General Contractor <input type="checkbox"/> Hazardous Materials Contractor <input type="checkbox"/> Heating <input type="checkbox"/> Mechanical Contractor <input type="checkbox"/> Mechanical Equipment <input type="checkbox"/> Paint Supplies <input type="checkbox"/> Plumbing <input type="checkbox"/> Rentals <input type="checkbox"/> Tools <input type="checkbox"/> Welding Supplies	Professional <input type="checkbox"/> Accounting Services <input type="checkbox"/> Advertising Services <input type="checkbox"/> Event Planning <input type="checkbox"/> Legal Services <input type="checkbox"/> Media Services <input type="checkbox"/> Moving Services <input type="checkbox"/> Online Presence/Social Media Management <input type="checkbox"/> Production Services <input type="checkbox"/> Public Relations Services <input type="checkbox"/> Public Safety or Security Supplies/Services	Miscellaneous Equipment <input type="checkbox"/> Cosmetology Equipment <input type="checkbox"/> Custodial Equipment <input type="checkbox"/> Fire & Safety Equipment <input type="checkbox"/> Landscaping Equipment <input type="checkbox"/> Laundry Equipment <input type="checkbox"/> Material Handling Equipment <input type="checkbox"/> Musical Equipment <input type="checkbox"/> Photographic Equipment
Food <input type="checkbox"/> Bakery <input type="checkbox"/> Catering Services <input type="checkbox"/> Dairy & Beverages <input type="checkbox"/> Food Handling Equipment/Supplies <input type="checkbox"/> Miscellaneous Food <input type="checkbox"/> Snacks (Chips, Candy) <input type="checkbox"/> Vending Services	Transportation <input type="checkbox"/> Aircraft <input type="checkbox"/> Parts/Supplies <input type="checkbox"/> Rentals/Charters <input type="checkbox"/> Repairs <input type="checkbox"/> Vehicle Lease/Sales (autos, buses, trucks, vans, other)	Other:

Please review the list of products and services in this section. Check any that apply.