ARKANSAS TECH UNIVERSITY
PURCHASING DEPARTMENT
Young Building East End
203 West O Street
Russellville, AR 72801-2222
Tel: 479-968-0269
Fax: 479-968-0633

REQUEST FOR LISTING AS BIDDER
Complete *both pages* of this form
Return with a catalog/product listing

MAIL BID INVITATIONS TO:

COMPANY NAME: _____

Dba: _____

STREET ADDRESS: _____

PO BOX: _____

CITY, STATE, ZIP: _____

TELEPHONE NO: _____   FAX NO: _____

800 NO: _____   WEB SITE: _____

E-MAIL: _____

FEIN/TIN or SOCIAL SECURITY NO: _____

HOME OFFICE ADDRESS: _____

_____

BUSINESS DESIGNATION (check one):

CORPORATION	PARTNERSHIP	SOLE PROPRIETORSHIP	INDIVIDUAL	OTHER (explain)

IF YOUR BUSINESS IS CLASSIFIED AS A "MINORITY", PLEASE CHECK BELOW:

AFRICAN AMERICAN	HISPANIC AMERICAN	AMERICAN INDIAN	ASIAN	PACIFIC ISLANDER	SERVICE-DISABLED VETERAN

DO YOU COLLECT ARKANSAS SALES TAX? _____ (Yes or No)

I, the undersigned, hereby agree to faithfully abide by the Purchasing Laws of the State of Arkansas and the regulations of the Department of Finance & Administration now in effect and any subsequent revisions thereof. I also understand that my **failure to submit a response to three (3) consecutive bid invitations on any one class or sub-class may cause the University to discontinue sending bid invitations** to me for that class or sub-class.

The University will be responsible only for orders placed by the Purchasing Department. **Companies that accept orders from University personnel without an official purchase order must look to the individual for payment.**

SIGNATURE: _____   DATE: _____

NAME: _____   **TITLE:** _____

(typed or printed)

From the Commodity Class Index, select only those classes and sub-classes that you can furnish.

Class		Sub-Classes						
Class		Sub-Classes						
Class		Sub-Classes						
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BRAND NAMES: