

**ARKANSAS TECH UNIVERSITY**  
**REQUEST FOR LISTING AS BIDDER**  
 PURCHASING DEPARTMENT  
 Young Building Suite 101  
 203 West O Street  
 Russellville, AR 72801-2222  
 Tel: 479-968-0269

Please complete both pages of this document along with your **company's W-9** and submit via email to [purchasing@atu.edu](mailto:purchasing@atu.edu) or fax 479-968-0633.

**MAIL BID INVITATIONS TO:**

COMPANY NAME: \_\_\_\_\_

Dbas: \_\_\_\_\_

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						
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**BRAND NAMES:**