

City of Romulus

New Vendor Form – Business’ ONLY! Please fill in all information!

Remittance Name:	
Alternate Company Name for 1099 Purposes	
Address:	
PO Box, Suite or Apartment Number:	
City, State, ZIP:	
Phone Number:	
Fax Number:	
Contact:	
Email Address:	
Tax ID#:	
Name to appear on Checks:	
Will you need to receive a 1099 from the City of Romulus?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SALES AND PURCHASE ORDER INFORMATION

Address for Orders (If different from above)	
<i>Number & Street Name</i>	
<i>PO Box, Suite or Apartment Number</i>	
<i>CITY, STATE, ZIP</i>	

ADDRESS WHERE PURCHASE ORDER SHOULD BE MAILED (IF DIFFERENT THAN ABOVE)

<i>Number & Street Name</i> <i>PO Box, Suite or Apartment Number</i> <i>CITY, STATE, ZIP</i>	
Order Phone Number	
Order Fax Number:	
Sales Contact Name:	
Order Email address:	
Credit Limit:	
Minimum Purchase:	
Order Discounts:	
List of existing contracts for w/City:	

Check appropriate box:

- Individual/Sole Proprietor
 Corporation
 Partnership
 Other

If other please explain:

List all Cooperative Purchasing Contracts solicited by other Educational or Government Agencies that are currently in effect:	Hosting Agency Name	Contract#	Expiration Date:	Contract Name

City of Romulus Department that will be doing business with your company?

Please note that the City of Romulus is a Municipal Government Agency and is thereby tax exempt. **The City of Romulus Tax I.D. is 38-60063334**

Direct all questions to: Lynn Conway, City of Romulus, Purchasing Director at lconway@ci.romulus.mi.us - or - (734) 955-4568
PLEASE FAX YOUR COMPLETED FORM TO LYNN CONWAY @ 1-734-955-4123

A COMPLETED AND SIGNED "W9" MUST BE SUBMITTED ALONG WITH THE NEW VENDOR FORM

DO NOT UNDER ANY CIRCUMSTANCES FILL ANY REQUEST FOR SERVICES OR MERCHANDISE UNTIL THE CITY HAS ISSUED A PURCHASE ORDER NUMBER

ALL INVOICES TO THE CITY MUST REFLECT THE PURCHASE NUMBER ISSUED FOR EACH PURCHASE!

This Area for City of Romulus Use Only

APPROVED BY:		DATE:	
ENTERED BY:		VENDOR #:	