

**Harris-Stowe State University**  
**Purchasing Department**  
**Office of Business and Finance**  
**3026 Laclede Avenue**  
**St. Louis, MO 63103**

## Vendor Registration Application

**NOTE:** Failure to return the completed form may result in the exclusion of your company from the Vendor List.

### Company Name and Address for Bids and Purchase Orders:

Please provide the mailing address or any changes in the address in the spaces provided below:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Vendor Contact Information:

Please provide the name and number of the contract person to reach for Bids and Purchase Orders:

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Taxpayer Identification Number (FEIN/SSN):

\_\_\_\_\_

### Remit to Address (if different from above):

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Organization Type (Check One):

Individual

Partnership

Non-Profit

Corporation

Joint-Venture

Other

### Minority Business:

A minority business is defined as an organization in which 51% of the ownership interest, stock, or otherwise, is owned by minority group members. The determination of minority status depends solely on ownership and operation and is not related to employment of minority persons. Place a check mark by the appropriate space below:

Black  
Hispanic  
American Oriental

American Indian  
American Eskimo/Aleut  
Does not apply

**Female Owned Business:**        Yes        No

A female owned business is defined as an organization in which 51% of the ownership interest, stock, or otherwise, is owned by a female.

**Missouri Firm:**                    Yes        No

A Missouri firm is defined as an organization which has and maintains within the State of Missouri a regular place of business for the transaction of their business.

**Applicant's Certification:** The undersigned hereby certifies that the foregoing information is a true and correct statement of the facts and agrees to abide by the laws of the State of Missouri and the rules and regulations of Harris-Stowe State University now in effect and including any subsequent revisions thereof. Applicants acknowledge that it is his/her responsibility to keep the information current by notifying Harris-Stowe State University's Purchasing Department of any changes.

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Signature of Person Authorized to Sign this Application

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Title

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Date

Pursuant to section 34.040.6, RSMo, and the vendor compliance guidelines for Section 34.040.6, RSMo, Vendor Compliance – Bids – Proposals/Contract Renewals/Single Feasible Source-Cooperative Purchase-Contract Assignment, the university shall not contract for goods or services with a vendor if the vendor or an affiliate of the vendor makes sales at retail of tangible personal property or for the purpose of storage, use, or consumption in Missouri but fails to collect and properly pay the tax as provided in chapter 144, RSMo. An "affiliate of the vendor" shall mean any person or entity that is controlled by or is under common control with the vendor, whether stock ownership or otherwise.

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**Vendor Application Checklist:**

- Completed Vendor Application
- W-9 Form

**Questions are to be directed to Purchasing Department:**

Phone: (314) 340-3325 or (314) 340-5763

Email: purchasing@hssu.edu