Nevada System of Higher Education  
Business Center North • Purchasing Department  
Vendor Application Form

Company name: ____________________________  
Federal Tax I.D. No.  
(FEIN or SSN)__________________________

Address: __________________________________________________________

City ___________________ State ______ Zip _________________________

Contact name: ________________________________  
Phone: (________) ____________________________  
FAX: (________) ______________________________

E-mail: ________________________________  
Web: _______________________________________

Remittance address if different than above:

Name: ________________________________  
Department: _____________________________

Address: __________________________________________________________

City ___________________ State ______ Zip _________________________

Phone: (________) ____________________________  
FAX: (________) ______________________________

Goods or services provided: ____________________________________________

Standard payment terms: _____________________________________________  
Standard delivery terms: _____________________________________________

Check all appropriate categories:

☐ Dealer  ☐ Manufacturer  ☐ Retailer  ☐ Individual  ☐ Sole proprietorship

☐ Agent  ☐ Partnership  ☐ Corporation  ☐ Limited Liability Corp.  ☐ Other _____________

TYPE OF BUSINESS: (As established by the Federal Small Business Administration using criteria and standards in 13CFR121.)
The data you provide should best describe the ownership of your business.

Choose One:  ☐ Large Business  ☐ Small Business  ☐ N/A

Choose One:  ☐ Woman-owned  ☐ Male-owned  ☐ N/A

Check all that apply:  ☐ HUBZone  ☐ Veteran  ☐ Service-Disabled Veteran

☐ Socially & Economically Disadvantaged (Asian-Americans, Asian-Pacific Americans,  
Black Americans, Hispanic Americans, Native Americans)

Inquiries regarding this form or any part of the purchasing process should be addressed to:

Nevada System of Higher Education  
BCN Purchasing Department  
Mail Stop 242  
Reno, Nevada 89557

Phone: 775-784-6552  
FAX: 775-784-6017  
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