



Daytona State College must have accurate and complete supplier information on file in order to generate a purchase order and facilitate prompt payment. Please complete the Supplier Application (part 1), Supplier Commodity List (part 2), and W-9 (part 3).

Daytona State College offers the option for suppliers to receive electronic payments. To participate, complete the attached Supplier Authorization for Electronic Funds Transfer form.

**Return all completed documents via email to: [Purchasing@daytonastate.edu](mailto:Purchasing@daytonastate.edu)**

**Company Information**

Company/Person's Name \_\_\_\_\_

Business Address \_\_\_\_\_

City, ST, Zip \_\_\_\_\_

*Billing Address* \_\_\_\_\_

*City, ST, Zip* \_\_\_\_\_

**Contact Information**

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Preferred Method to Receive Purchase Order**

Fax  USPS Mail  Email (provide): \_\_\_\_\_

**Minority Categories**

Check All That Apply

African American

Native American

Asian American

Hispanic

Service Disabled Veteran

Woman Owned

Small Business

**General Information**

Number of years in business with the above name. \_\_\_\_\_ years

Company's previous name.  N/A \_\_\_\_\_

Company/Person is certified by Office of Supplier Diversity. If yes, attach certificate.  Yes  No

Company/Person agrees to accept the College's purchase orders.  Yes  No

Is the Company/Person wholly or partly owned by a Daytona State College a) employee,  Yes  No  
 b) trustee, c) or related to an employee or trustee?  
 If yes, provide the following:  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_

**I certify the above information is correct.**

\_\_\_\_\_

**Print Name** **Signature** **Date**



Please check all goods and services offered by your company.

<input type="checkbox"/>	Advertising	011	<input type="checkbox"/>	Lighting Fixtures & Lamps	460
<input type="checkbox"/>	Animals	490	<input type="checkbox"/>	Linens/Linen Services	760
<input type="checkbox"/>	Appliances, Household	730	<input type="checkbox"/>	Maintenance & Repair Services	050
<input type="checkbox"/>	Athletic & Recreation Equipment	830	<input type="checkbox"/>	Material Handling Equipment	690
<input type="checkbox"/>	Awards & Promo Items	940	<input type="checkbox"/>	Medical Equipment & Supplies	470
<input type="checkbox"/>	Audio & Visual Equipment & Supplies	660	<input type="checkbox"/>	Moving & Storage	033
<input type="checkbox"/>	Business & Other Support Services	030	<input type="checkbox"/>	Musical Instruments	810
<input type="checkbox"/>	Chemicals & Chemical Products	510	<input type="checkbox"/>	Office Machines/Equipment	210
<input type="checkbox"/>	Childcare Services	065	<input type="checkbox"/>	Office Supplies	220
<input type="checkbox"/>	Cleaning Equipment & Supplies	890	<input type="checkbox"/>	Paper & Related Products	230
<input type="checkbox"/>	Communication Equipment & Supplies	630	<input type="checkbox"/>	Photographic Equipment & Supplies	650
<input type="checkbox"/>	Computer Accessories & Cables	610	<input type="checkbox"/>	Photographic Supplies & Materials	651
<input type="checkbox"/>	Computer Hardware	600	<input type="checkbox"/>	Plumbing Supplies & Materials	300
<input type="checkbox"/>	Computer Software	620	<input type="checkbox"/>	Printing Services	090
<input type="checkbox"/>	Construction & Building Materials	380	<input type="checkbox"/>	Professional Associations	020
<input type="checkbox"/>	Construction & Building Trade Services	070	<input type="checkbox"/>	Professional Services	010
<input type="checkbox"/>	Custodial Services	061	<input type="checkbox"/>	Publishing Company	965
<input type="checkbox"/>	Direct Mail Services	031	<input type="checkbox"/>	Pumps & Compressors	280
<input type="checkbox"/>	Educational Institutions	041	<input type="checkbox"/>	Refrigeration, HVAC & Heating	080
<input type="checkbox"/>	Educational Materials	040	<input type="checkbox"/>	Safety Equipment	260
<input type="checkbox"/>	Electronic Equipment	110	<input type="checkbox"/>	Scientific Equipment & Supplies	480
<input type="checkbox"/>	Electrical Wire & Power Dist. Equipment	440	<input type="checkbox"/>	Security Services	270
<input type="checkbox"/>	Food Prep & Serving Equipment	750	<input type="checkbox"/>	Subscriptions	961
<input type="checkbox"/>	Freight Forwarder/Custom Broker	032	<input type="checkbox"/>	Tools	320
<input type="checkbox"/>	Furniture Business & Home	710	<input type="checkbox"/>	Uniforms, Clothing, etc.	850
<input type="checkbox"/>	Gases	520	<input type="checkbox"/>	Vehicle Accessories & Parts	140
<input type="checkbox"/>	Government Agency	021	<input type="checkbox"/>	Vehicle Repair	141
<input type="checkbox"/>	Hotels, Motels, etc.	720	<input type="checkbox"/>	Vehicles, Trailers, Cycles & Trucks	120
<input type="checkbox"/>	ID Cards, Decals & Signage	910	<input type="checkbox"/>	Other: Specify Below	960
<input type="checkbox"/>	Keys & Locks	950			
<input type="checkbox"/>	Landscaping Services & Supplies	060			



Daytona State College offers payments through Automated Clearing House. Payments will be sent as electronic funds transfer (EFT) directly to the company's bank account, eliminating costs and security issues with handling, depositing and clearing checks.

The supplier will receive an email or fax notification when an EFT payment is submitted, which includes the invoice(s) paid and total dollars credited to the bank account. We require the following information and signature to set up the company for EFT payments.

Daytona State College will confirm all banking information with an agent at the bank at which the account is located. Please provide the following information. No changes will be made without verification.

Note: This document will be kept on file for Daytona State College audit purposes.

**Bank Account Holders Information**

- 1. Deposit Account Number: \_\_\_\_\_
- 2. Bank Routing or ABA Number: \_\_\_\_\_
- 3. Company/Person Name on Bank Account: \_\_\_\_\_
- 4. Company Contact Name: \_\_\_\_\_
- 5. Telephone Number: \_\_\_\_\_
- 6. Fax Number: \_\_\_\_\_
- 7. Email for Payment Notification: \_\_\_\_\_

**For the supplier's protection and in observance of College procedures, a voided check or letter from the bank (confirming the account information) MUST be included with this signed form.**

I authorize Daytona State College to make EFT payments to our Company/Person using the above information.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date