

PROCUREMENT USE ONLY**BUSINESS VENDOR REGISTRATION FORM****Email this form along with W-9 to:**

University of Central Arkansas -Procurement Department
201 Donaghey Avenue, Wingo Hall 113
Conway, AR 72035
Phone: 501-450-3173
Email: purchasing@uca.edu

Procurement Review (initial/date)

Notes (Date/Comment)

Procurement Approval (initial/date)

Vendor Number

Business Contact Person: _____ Contact Phone: (____) _____

Legal Business Name: _____ Business Phone#: _____

Doing Business As (DBA) (if applicable): _____

SECTION "A" VENDOR MAILING ADDRESS (Required)

Address: _____ City: _____ State: _____

Zip Code: _____ Country: _____ Foreign Zip Code: _____

Fax Number: (____) _____ Company Web Address: _____

Email Address (If none, enter "N/A"): _____

Section "B" VENDOR REMITTANCE ADDRESS (Required)

Address: _____ City: _____ State: _____

Zip Code: _____ Country: _____ Foreign Zip Code: _____

Section "C" BUSINESS CLASSIFICATION (SELECT ALL THAT APPLY)

American Indian (AI)___

Asian (AS)___

Attorney (AT)___

Black American (BL)___

Corporation (CO)___

Company (CP)___

Employee Owned (EO)___

Foreign (FO)___

Hispanic American (HS)___

Incorporated (IC)___

Limited Liability Corporation
(LLC)___

Limited Partnership (LP)___

Medical (MD)___

Minority Owned (MN)___

Nonprofit (NP)___

Partnership (PA)___

Pacific Islander (PI)___

State Agency (SA)___

Sole Proprietor (SP)___

Veteran Owned (VO)___

Women Owned (WO)___

Must Answer:

1. Is the business owner(s) a current University of Central Arkansas student(s)? Yes ___ No ___

2. Is the business owner(s) a past or current University of Central Arkansas employee? Yes ___ No ___

If yes, complete the remainder of this section.**Name & Department:** _____3. **Nepotism:** Do you have any relatives employed by the University of Central Arkansas? Yes ___ No ___**If yes**, complete the remainder of this section. (This question is being asked for the sole purpose of ensuring compliance with any applicable law or policy concerning nepotism).**Name, Relation, & Department:** _____