

**GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40**

7301 North 58th Avenue, Glendale AZ 85301

Fax: (623) 237-6295 Email: VendorRegistration@gesd40.org

**VENDOR REGISTRATION APPLICATION**

ORDER INFORMATION		PAYMENT INFORMATION	
LEGAL NAME OF VENDOR		LEGAL NAME OF PAYEE	
STREET ADDRESS		STREET ADDRESS	
STREET ADDRESS 2		STREET ADDRESS 2	
CITY		CITY	
STATE	ZIP CODE	STATE	ZIP CODE
PHONE #	FAX #	PHONE #	FAX #
CONTACT NAME		CONTACT NAME	
EMAIL ADDRESS FOR PURCHASE ORDERS		EMAIL ADDRESS FOR ACCOUNTS RECEIVABLE	
WEB ADDRESS		FEDERAL ID # <input type="checkbox"/>	SOCIAL SECURITY # <input type="checkbox"/>
<p>By signing below, I hereby acknowledge that:</p> <ol style="list-style-type: none"> <li>1. I am duly authorized to certify the information requested herein.</li> <li>2. To the best of my knowledge, the elements of the information provided herein are accurate and true as of this date.</li> <li>3. My organization will comply with all State statutes and Federal equal opportunity and non-discrimination requirements and conditions of employment in accordance with A.R.S. Title 41, Chapter 9, Article 4 and Executive Order Number 75-5 dated April 28, 1975.</li> <li>4. Filing of a Vendor Registration Application supplies information only and does not constitute an assumed obligation by Glendale Elementary School District (GESD) to guarantee contractual awards or agreements to my organization.</li> <li>5. Updating information contained on this form is solely the duty of my organization.</li> <li>6. <b>My organization will not provide any product or service without first having in our possession an authorized GESD Purchase Order. No products or services will be provided based on a verbal promise of a Purchase Order or with the submission of a requisition for a Purchase Order. I understand that payment for any product or service provided without an authorized Purchase Order is not the responsibility of GESD and that I will have to obtain payment from the individual requestor.</b></li> <li>7. My organization will direct all communication regarding GESD Purchase Orders to the GESD Procurement Office.</li> <li>8. My organization will provide the Purchase Order number on all invoices submitted to GESD. I understand that invoices received without this information will not be paid.</li> <li>9. My organization will submit all invoices directly to GESD Accounts Payable and not to the requesting department or school.</li> </ol>			
PRINTED NAME		TITLE	
SIGNATURE		DATE	
GESD maintains a Vendor Registry for the purpose of notifying vendors of current solicitations. To be included on the Registry, please review the attached list of Commodity Codes and enter any codes applicable to your company below. If you do not see your commodity on the attached list, please write it in the first boxes below.			
<b>VENDOR REGISTRY</b>	Example: 17C		
If you are currently covered under a Cooperative Contract with another agency, please fill in the appropriate information below			
<b>OTHER CONTRACTS</b>	AZ State Procurement Office	Contract #	Expiration Date
	Mohave Educational Services Cooperative	Contract #	Expiration Date
	Greater Phx Purchasing Consortium of Schools GPPCS	Contract #	Expiration Date
	Other	Contract #	Expiration Date

**Please fill out the attached Conflict of Interest Disclosure on the following page.**

**Glendale Elementary School District Purchasing Department**  
**7015 W. Maryland Avenue, Building C**  
**Glendale, Arizona 85303 623-237-6283**

**Conflict of Interest Vendor Disclosure Form**

**Note:** A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the vendor's other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form shall indicate whether the vendor has any existing relationship with an employee or Board Member of the Glendale Elementary School District. The vendor should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest.

Date:

Name:

Company:

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

\_\_\_\_\_ I have no conflict of interest to report.

\_\_\_\_\_ I have the following conflict of interest to report

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>1. ADVERTISING SERVICES</b>
A. Newspaper
B. Website
<b>91. AIRFARE</b>
<b>2. APPLIANCES</b>
A. Ice Machines
B. Kitchen
C. Laundry
D. Maint / Repair
<b>3. ART</b>
A. Die Cut Equipment & Supplies
B. Equipment
C. Equipment Maint / Repair
D. Paper Cutter
E. Supplies / Inst Aids
<b>4. ASSESSMENTS / TESTING</b>
A. Equipment
B. Equipment Maint / Repair
C. Software
D. Reg Ed Supplies (booklets, forms)
E. Spec Ed Supplies (booklets, forms)
<b>5. ASSOCIATIONS / MEMBERSHIPS</b>
A. Administrative
B. Business Services
C. Food Service
D. Grounds
E. Human Resources
F. Instructional / Curriculum
G. Language Acquisition
H. Maintenance
I. School Leadership
J. Special Education
K. Student
L. Technology
M. Transportation
N. Wellness
<b>6. ATHLETIC - P.E. &amp; SPORTS</b>
A. Equipment (soccer goals, batting cages)
B. Equipment Maint / Repair
C. Scoreboards
D. Supplies
<b>7. AUDIO/VISUAL</b>
A. Equipment (TVs, PA systems, iPods)
B. Equipment Maint / Repair
C. Supplies

<b>8. AUTOMOTIVE (NON-STUDENT)</b>
A. Equipment
B. Maint / Repair
C. Painting
D. Supplies
E. Towing
F. Washing
<b>9. AUTOMOTIVE (STUDENT)</b>
A. Equipment
B. Maint / Repair
C. Painting
D. Supplies
E. Towing
F. Washing
<b>10. AWARDS &amp; INCENTIVES</b>
A. Employee Achievements
B. Employee Incentives
C. Student Achievements
D. Student Incentives
<b>11. BANKING</b>
A. Account Services
B. Financing / Leasing
C. Supplies
<b>12. BATTERIES</b>
A. Alkaline (AAA, AA, C, D, 9 Volt)
B. Automotive
C. Fire Alarm
<b>13. BLEACHERS</b>
A. Maint / Repair
B. Permanent
C. Portable
<b>14. BOARDS</b>
A. Bulletin
B. Chalk
C. Tack
D. White

<b>15. BUILDING MAINT / REPAIR SVCS</b>
A. Air Conditioning
B. Cabinetry / Casework
C. Ceiling
D. Doors
E. Electrical
F. Evaporative Cooling
G. Exhaust Hood
H. Flooring
I. Garage / Fuel Island
J. Heating (boilers)
K. Insulation
L. Lighting
M. Painting
N. Plaster / Drywall
O. Plumbing
P. Refrigeration
Q. Roll Doors
R. Roofing
S. Water / Sewer
T. Welding
<b>16. BUILDING MATERIALS &amp; SUPPLIES</b>
A. Air Conditioning (filters)
B. Cabinetry / Casework
C. Ceiling
D. Doors
E. Electrical
F. Equipment Maint / Repair
G. Evaporative Cooling
H. Flooring
I. Garage / Fuel Island
J. Hardware
K. Heating
L. Insulation
M. Lighting
N. Lumber
O. Paint
P. Plaster / Drywall
Q. Plumbing
R. Refrigeration
S. Roll Doors
T. Roofing
U. Tools
V. Water / Sewer
W. Welding

**17. BUSINESS MACHINES**

- A. Cash Registers
- B. Cash Register Maint / Repair
- C. Copiers
- D. Copier Maint / Repair
- E. Fax Machines
- F. Fax Machine Maint / Repair
- G. Laminators
- H. Laminator Maint / Repair
- I. Mailing Equipment
- J. Mailing Equipment Maint / Repair
- K. Microfiche
- L. Microfiche Maint / Repair
- M. Poster Maker
- N. Poster Maker Maint / Repair
- O. Rotating Filing System
- P. Rotating Filing System Maint / Repair
- Q. Transcribers
- R. Transcriber Maint / Repair
- S. Typewriters
- T. Typewriter Maint / Repair

**18. COMMUNICATION**

- A. Equipment
- B. Maint / Repair (reprogram bells)
- C. PA Systems
- D. Pagers
- E. Two-Way Radios

**19. COMPRESSORS**

- A. Equipment
- B. Maint / Repair
- C. Rebuilding

**20. COMPUTERS (HARDWARE)**

- A. Cabling
- B. Conduit
- C. CPUs / Monitors
- D. Maint / Repair
- E. Memory
- F. Printers
- G. Servers
- H. Supplies (keyboards, mice, flash drives)
- I. Toner Cartridges
- J. UPS
- K. Network

**21. COMPUTERS (SOFTWARE)**

- A. Administrative
- B. Business Services
- C. Classroom
- D. Food Service
- E. Human Resources
- F. Internet Services
- G. Language Acquisition
- H. Programming
- I. Special Education
- J. Student Management Database
- K. Transportation

**22. CONFERENCES / TRAINING**

- A. Academic Support
- B. Assessments
- C. Business Services
- D. Career Fairs
- E. Clerical
- F. Food Service
- G. Gifted / Higher Thinking
- H. Governing Board
- I. Grounds
- J. Human Resources
- K. Instructional Coaching
- L. Language Acquisition
- M. Literacy
- N. Maintenance
- O. Math
- P. Medical
- Q. Phonics
- R. Preschool / Early Childhood
- S. Prevention
- T. School Leadership
- U. Science
- V. Social Studies
- W. Special Education
- X. Technology
- Y. Transportation (vehicle)
- Z. Writing
- AA. Hotel
- AB. Transportation (airfare)
- AC. Transportation (department)

**23. CONSULTING SERVICES**

- A. Alarm
- B. Asbestos / Hazard
- C. Construction / Engineering
- D. Curriculum
- E. Drugs / Alcohol
- F. Educational Program
- G. Employment / Salary
- H. Energy Management
- I. Financial / Tax Shelter
- J. Grants
- K. Human Resources
- L. Insurance
- M. Prevention
- N. Redistrict / Boundary Changes
- O. Special Education
- P. Structural
- Q. Technology
- R. Transportation
- S. Data Assessment

**92. CONTRACTED EDUCATION PRGRMS**

- A. Author / Writing
- B. Entertainment
- C. Health
- D. Math
- E. Musician / Music
- F. Nature / Wildlife
- G. Other
- H. Physical Education
- I. Prevention
- J. Science

**24. CONTRACTED PROFESSIONAL SVCS**

- A. Accountant / CPA
- B. Administrative (AASBO Data Coll)
- C. Appraisal
- D. Architects
- E. Auctioneer
- F. Auditor
- G. Background Checks
- H. Bond Council
- I. Child Care Services
- J. Claims Processing
- K. Debt Collections
- L. Disc Jockey
- M. Dry Cleaner
- N. Education / Substitute Teachers
- O. Employment
- P. Graphic Design
- Q. Hazardous Material Disposal
- R. Legal Council
- S. Lobbyist
- T. Mediator / Hearing Officer
- U. Medical
- V. Motivation / Keynote Speaker
- W. Moving
- X. Parent / Family Speaker
- Y. Pest Control
- Z. Prevention Programs
- AA. Referee / Sports
- BB. Security
- CC. Translation / Interpreting
- DD. Transportation (charter bus, city bus)

**25. CONSTRUCTION / CONTRACTORS**

- A. Air Conditioning
- B. Asbestos Abatement / Remediation
- C. Asphalt / Paving
- D. Building
- E. Cabinetry / Casework
- F. Ceiling
- G. Concrete
- H. Electrical
- I. Evaporative Cooling
- J. Flooring
- K. General
- L. Heating
- M. Landscaping
- N. Lighting
- O. Painting
- P. Plumbing
- Q. Refrigeration
- R. Roofing
- S. Water / Sewer

**26. CUSTODIAL**

- A. Equipment
- B. Equipment Maint / Repair
- C. Services (outsourced)
- D. Supplies

**27. DRAMA / THEATER**

- A. Costumes
- B. Equipment
- C. Equipment Maint / Repair
- D. Supplies

**28. ENERGY MANAGEMENT**

- A. Equipment
- B. Equipment Maint / Repair
- C. Installation
- D. Leases

**29. ENGINEERS**

- A. Civil
- B. Electrical
- C. Geotechnical
- D. Hazardous Waste
- E. Mechanical
- F. Structural
- G. Surveying

**90. EVENT PLANNING**

- A. Carryout / Delivery Food
- B. Catering Services
- C. Consulting Services
- D. Decorations / Supplies

**30. FEES**

- A. Emissions
- B. Garnishments
- C. Licensing
- D. Notary
- E. Permits
- F. Testing / Certification
- G. Tournaments / Participation
- H. Vehicle Licensing

**31. FENCING**

- A. Equipment
- B. Installation
- C. Maint / Repair
- D. Supplies

**32. FIELD TRIPS**

- A. Amusement Parks
- B. Bowling
- C. Farms / Nature
- D. Movie Theaters
- E. Museums
- F. Music / Concerts
- G. Plays
- H. Science Centers
- I. Student Leadership
- J. Swimming Pools / Parks
- K. Zoos

**33. FIRE EXTINGUISHERS**

- A. Equipment
- B. Maint / Repair

**34. FIRE SYSTEMS**

- A. Alarm, Equipment
- B. Alarm, Installation
- C. Alarm, Maint / Repair
- D. Alarm, Monitoring
- E. Ansul System, Equipment
- F. Ansul System, Maint / Repair
- G. Fire Riser, Equipment
- H. Fire Riser, Maint / Repair

<b>35. FLAGS / FLAGPOLES</b> A. Equipment B. Supplies
<b>36. FOOD SERVICE</b> A. Beverages B. Bread C. Bottled Water D. Commodity Processing E. Condiments F. Dairy G. Dry Foods H. Educational Materials I. Equipment J. Equipment Maint / Repair K. Frozen Foods L. Meats M. Paper / Plasticware N. Pizza O. Produce P. Snacks Q. Supplies R. Vending Machines
<b>37. FUEL</b> A. Diesel B. Gasoline C. Natural Gas D. Oil E. Propane
<b>38. FUNDRAISERS</b> A. Bookfairs B. Candy / Snacks C. Discount Cards D. Frozen Foods E. Novelty Items F. Other

<b>39. FURNITURE</b> A. Adaptive / Special Needs B. Art C. Classroom D. Computer E. Home Economics F. Industrial Arts / Shop G. Library H. Maint / Repair / Refinish I. Media J. Modular K. Music L. Nurse M. Office N. Outdoor (benches, picnic tables) O. Science
<b>40. GROUNDS</b> A. Chemicals B. Equipment C. Equipment Maint / Repair D. Fertilizer E. Irrigation Services F. Plants G. Rock / Sand / Cement H. Sod / Dirt I. Supplies J. Tools K. Tree Trimming L. Weed Control
<b>41. HEAVY MACHINERY</b> A. Forklifts B. Forklift Maint / Repair C. Hydraulic Lifts D. Hydraulic Lift Maint / Repair E. Material Handling Equipment F. Material Handling Maint / Repair G. Riding Lawn Equipment (mowers) H. Riding Lawn Maint / Repair I. Tractors J. Tractor Maint / Repair
<b>42. HOME ECONOMICS</b> A. Equipment B. Equipment Maint / Repair C. Supplies

<b>43. INDUSTRIAL ARTS / SHOP</b> A. Equipment B. Equipment Maint / Repair C. Supplies
<b>44. INSTRUCTIONAL AIDS</b> A. Agendas (homework folders) B. Educational Toys / Games C. Gifted / Higher Thinking Materials D. Literacy Materials E. Maps / Globes F. Math Materials G. Phonics Materials H. Prevention Materials I. Science Materials J. Social Studies Materials K. Special Education / Adaptive
<b>45. INSTRUCTIONAL SUPPLIES</b> A. Bulletin Board Supplies B. Craft Supplies C. Lesson Books / Desk Calendars (sub fldr) D. Measuring Supplies E. Note Pads / Notebooks F. Painting Supplies G. Room Supplies (clocks, fans, posters) H. Scissors I. Stickers / Certificates / Bookmarks J. Tape / Glue / Staples K. Writing Supplies
<b>46. INSURANCE</b> A. Benefits Administration B. Casualty / Liability C. Employee Assistance Program D. Group E. Health F. Pension / Profit Sharing G. Student H. Workers Compensation

- 47. LIBRARY**
- A. Book Binding
  - B. Books
  - C. Equipment
  - D. Equipment Maint / Repair
  - E. Reference Books
  - F. Software
  - G. Supplies
  - H. Videos / DVDs

- 48. LOCKERS**
- A. Equipment
  - B. Equipment Maint / Repair

- 49. LOCKS & RELATED HARDWARE**
- A. Equipment
  - B. Key Cutting
  - C. Locksmith Services
  - D. Supplies

- 50. LODGING**
- A. Camp Facilities
  - B. Hotels / Motels

- 51. MASTER CLOCK SYSTEM**
- A. Equipment
  - B. Equipment Maint / Repair
  - C. Installation
  - D. Supplies

- 52. MEDICAL EQUIPMENT & SUPPLIES**
- A. Equipment
  - B. Equipment Maint / Repair
  - C. Supplies

- 53. MODULAR**
- A. Buildings
  - B. Relocation
  - C. Sitework

- 54. MUSIC**
- A. Instruments
  - B. Maint / Repair
  - C. Piano Tuning
  - D. Risers
  - E. Sheet Music
  - F. Supplies

- 55. OFFICE EQUIPMENT & SUPPLIES**
- A. Calendars / Organizers
  - B. Desktop Supplies (paper clips, tape)
  - C. Filing / Storage / Binding
  - D. Equipment
  - E. Equipment Maint / Repair
  - F. Labels
  - G. Other
  - H. Paper / Pads / Forms
  - I. Stamps
  - J. Writing Supplies

- 56. PACKAGING MATERIALS**
- A. Boxes / Bags
  - B. Packing Tape
  - C. Shipping Labels
  - D. Shrink Wrap
  - E. Strapping Material

- 57. PAPER**
- A. Construction
  - B. Copy / Bond
  - C. Craft
  - D. Custodial
  - E. Envelopes
  - F. Forms
  - G. Shredding Services

- 58. PHOTOGRAPHY**
- A. Developing / Mounting Services
  - B. Equipment (digital cameras)
  - C. Equipment Maint / Repair
  - D. Student Pictures
  - E. Supplies

- 59. PLAYGROUND EQUIPMENT**
- A. Equipment
  - B. Maint / Repair
  - C. Playstructures
  - D. Sand Boxes
  - E. Shade Structures
  - F. Supplies
  - G. Surfacing

- 89. POSTAGE**
- A. Presort Services
  - B. Shipping, Freight (trucking co)
  - C. Shipping, Small Packages (UPS / FedEx)

- 60. PRINTING**
- A. Binding
  - B. Equipment
  - C. Equipment Maint / Repair
  - D. Forms
  - E. Services
  - F. Supplies

- 61. PROFESSIONAL / PARENT MATERIALS**
- A. Administrative
  - B. Classroom Management
  - C. Higher Thinking
  - D. Literacy
  - E. Math
  - F. Prevention
  - G. Science
  - H. Social Studies
  - I. Spalding
  - J. Special Education
  - K. Technical

- 94. RECRUITMENT**
- A. Travel
  - B. Supplies
  - C. Printing
  - D. Promotional Items
  - E. Dues and Fees
  - F. Equipment

- 62. REFUSE**
- A. Containers
  - B. Recycling
  - C. Service

- 63. RENTAL**
- A. Bounce Houses / Inflatables (dunk tanks)
  - B. Building
  - C. Chairs / Tables
  - D. Costumes
  - E. Custodial Products
  - F. Heavy Equipment
  - G. Linens
  - H. Other
  - I. Party Supplies
  - J. Uniforms
  - K. Vehicle

<b>64. SAFES</b> A. Equipment B. Service
<b>65. SAFETY</b> A. Equipment B. Equipment Maint / Repair C. Supplies D. Training (CPR / 1st Aid)
<b>66. SCIENCE</b> A. Chemicals B. Equipment C. Equipment Maint / Repair D. Supplies
<b>67. SECURITY ALARMS</b> A. Equipment B. Equipment Maint / Repair C. Installation D. Monitoring
<b>68. SHELVING</b> A. Classroom B. Laboratory C. Library D. Office E. Warehouse
<b>69. SIGNS AND LETTERING</b> A. Banners B. Building Signage C. Crossing Guard / Road Signs D. Marquee E. Name Plates F. Vehicle /Buses
<b>70. SOLAR ENERGY</b> A. Equipment B. Equipment Maint / Repair C. Installation D. Leases
<b>71. SPECIAL EDUCATION</b> A. Equipment, Non-Technology B. Equipment, Technology C. Private Day Schools D. Supplies

<b>72. STAGE</b> A. Curtains B. Equipment C. Installation D. Lighting E. Maint / Repair F. Platforms
<b>73. STORAGE SYSTEMS</b> A. Electronic Data Storage B. Storage Containers
<b>74. SUBSCRIPTIONS</b> A. Journals B. Magazines C. Newspapers D. Websites, Instructional E. Websites, Technical F. Websites, Recruiting
<b>75. TELEPHONE</b> A. Cabling B. Equipment C. Installation D. Maint / Repair E. Service F. Supplies
<b>76. TEXTBOOKS</b> A. Disposal B. New C. Used
<b>77. THERAPIST SERVICES</b> A. Occupational B. Physical C. Psychologist D. Social E. Speech
<b>78. TIRES</b> A. New B. Retread C. Rims

<b>79. TRACKING / ID SYSTEMS</b> A. Property Tracking Equipment B. Property Tracking Equip Maint / Repair C. Property Tracking Supplies D. Staff ID Equipment E. Staff ID Equipment Maint / Repair F. Staff ID Supplies G. Student ID Equipment H. Student ID Equip Maint / Repair I. Student ID Supplies
<b>80. TRAVEL AGENCIES</b>
<b>81. UNIFORMS</b> A. Athletic B. Band C. Staff D. Student
<b>82. UPHOLSTERY</b> A. Cleaning B. Furniture C. Repair D. Vehicle
<b>83. UTILITIES</b> A. Bluestaking Services B. Electric C. Gas D. Gas Leak Detection E. Water / Sewer
<b>84. VEHICLES</b> A. Automobiles B. Buses C. Electric Carts (gators) D. Fleet Management E. Trailers F. Trucks
<b>85. WATER</b> A. Chemicals B. Equipment C. Equipment Maint / Repair D. Testing E. Treatment



**93. WELLNESS / HEALTH**

- A. Equipment
- B. Supplies
- C. Events / Classes
- D. Incentives
- E. Fees / Dues

**86. WINDOW**

- A. Cleaning
- B. Coverings
- C. Glass
- D. Repair
- E. Screens

**87. WINDSHIELD**

- A. Coverings
- B. Glass
- C. Repair

**88. YEARBOOKS**