



Purchasing Department
411 Central Avenue * Salinas CA 93901
P: 831.770.6129 * F: 831.759.6047
purchasing@hartnell.edu

Vendor Information Form

All sections must be completed. An incomplete form will delay processing.

Provider of: Goods

Services - **not** on District Property (also required: copy of Business License)

Services - on District Property (also required: copy of Business License and Certificate of Insurance*)

Catering Services (also required: copy of Business License and Certificate of Insurance*)

* The Certificate of Insurance must be for no less than \$1,000,000 dollars each occurrence, the Certificate Holder field must read "Hartnell Community College District, 411 Central Avenue, Salinas CA 93901", the Description of Operations field may be general or project specific, and the certificate must include the Additional Insured endorsement that amends the policy.

W-9 Information:

Name (as shown on income tax return) _____

Business Name (if different from above) _____

Address _____

City _____ State _____ Zip _____

Employer Identification Number (EIN) -

or

Social Security Number (SSN) - -

Additional Information:

Toll-Free Phone () _____

Phone () _____

Fax () _____

Customer Service email: _____

Disabled Veteran Owned LGBTQIA+ Owned Local Business Minority Owned Small Business Woman Owned N/A

Remittance Address:

same as above

Address _____

City _____ State _____ Zip _____

The undersigned certifies that the above information is true and correct.

Signature _____ Date _____

Printed Name _____ Title _____

FOR OFFICE USE ONLY:

Requesting Dept: _____

Dept Contact/ext: _____

Business License

Certificate of Insurance / HHIA

10V - BL - COI - DBA - FSV - HH

Vendor# 0

_____ SAM _____ Escape

_____ Mercury Commerce