



ACADEMICS • ACTIVITIES • SAFETY

### Purchasing Department

1400 E. Janss Road, Thousand Oaks, CA 91362

Fax (805) 497-0471

## NEW VENDOR APPLICATION

<b>COMPANY NAME:</b> _____
<b>PRODUCT/SERVICES:</b> _____
<b>CONTACT INFORMATION</b>
Name: _____ Email: _____
Address: _____
Phone: _____ Cell: _____ Fax: _____
Website Address: _____

### CVUSD Process for accepting new vendors:

Please submit this New Vendor Application Form along with your company's W9 to the Purchasing Department via fax, email or USPS mail.

Director of Purchasing

(805) 497-9511 x-253

Purchasing Expediter

(805) 497-9511 x-252

kgilbertson@conejousd.org

After we receive your information you will be contacted should there be a request for quote or formal bid that pertains to your product/services. Correctly completed forms will be kept on file for one year. New vendors are encouraged to re-apply annually if no procurement has been awarded. **CVUSD reserves the right to reject any and all proposals and to waive any irregularities therein.**

Once vendor is chosen:

- 1) Vendor will be notified.
- 2) Vendor accepts CVUSD Terms and Conditions. Terms & Conditions are listed on our website [www.conejousd.org](http://www.conejousd.org), Business Services, Purchasing.
- 3) An Open PO is issued for the entire fiscal year OR individual PO's are issued throughout the fiscal year. Most Purchase Orders are faxed.
- 4) CVUSD requests Net 30 terms on all billing.
- 5) Any price changes/increases MUST be approved by the Purchasing Department prior to any order delivery or service performed.