



**Prince William County Public Schools
Procurement Vendor Information Form**

The following vendor information is required with all IFB/RFP responses along with a completed and signed W-9 form:

Ordering Address:

Legal Business Name: _____

D/B/A: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Tax ID#: _____ SCC# : _____

Remittance Address: Check box if same as above

Legal Business Name: _____

Address: _____

City, State, Zip: _____

Contact Information:

Name: _____

Title: _____

Phone: _____ Fax: _____

E-mail Address: _____

**Attention Vendors: Visit the PWCS Procurement Website at
https://www.pwcs.edu/departments/purchasing/vendor_resources to:**

- Register online, click on “Vendor Registration.”
- Obtain a W-9 form and instructions.