Highlands County Sheriff 's Office

Sheriff Paul Blackman

400 S. Eucalyptus Street
Sebring, Florida 33870
863-402-7200
www.highlandssheriff.org

Dually Accredited

VENDOR APPLICATION FORM

VENDOR NUMBER _____
(Purchasing Use Only)

Vendor Name (as will be shown on Vendor's invoice)

Contact Person:

MAILING ADDRESS:	REMITTANCE ADDRESS (IF DIFFERENT):
Address 1	Address 1
Address 2	Address 2
City State Zip Code	City State Zip Code
Phone Number ( ) Fax Number ( )	Phone Number ( ) Fax Number ( )
Email Address:	Company Website Address:

TYPE OF ORGANIZATION (*A W-9 must accompany the vendor application*) CHECK ONE:

( ) CORPORATE ENTITY
( ) NON-CORPORATE ENTITY - 1099
( ) INDIVIDUAL - 1099 – PROVIDE OWNERS NAME _____

BUSINESS CATEGORY:

( ) SERVICES – *Contracts over $100,000 require Certificates of Insurance(Liability & Worker's Comp) and Copies of Licenses*
( ) COMMODITY

DOES YOUR COMPANY ACCEPT VISA (P-CARD) ( ) YES ( ) NO

FEDERAL IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER:

OTHER INFORMATION: _____

_____

_____

HCSO STAFF REQUESTING VENDOR ENTRY: _____ _____
Member's Name Phone Number

Policies of The Highlands County Sheriff's Office (HCSO) require that all Vendors must submit a W-9 and Vendor Application before doing business with the Agency. Vendors with business locations in Highlands County should also complete and file a Local Vendor's Preference form in order to be given preference under this policy. Vendors must adhere to the HCSO purchasing and payment policies which are available from the HCSO General Services Unit at 400 S. Eucalyptus Street, Sebring, FL 33870. Email: Purchasing@highlandssheriff.org. FAX: (863) 402-7344.