



Yavapai County Finance Department Vendor Maintenance Request Form

Vendor Maintenance Type:

Create a new vendor record

Update a current vendor record – enter vendor number

ORDER INFORMATION		PAYMENT INFORMATION	
LEGAL NAME OF ORGANIZATION / INDIVIDUAL		LEGAL NAME OF PAYEE	
STREET ADDRESS		STREET ADDRESS	
STREET ADDRESS 2		STREET ADDRESS 2	
CITY		CITY	
STATE	ZIP	STATE	ZIP
PHONE NUMBER W/ EXTENSION	FAX NUMBER	PHONE NUMBER W/ EXTENSION	FAX NUMBER
CONTACT NAME		CONTACT NAME	
EMAIL ADDRESS FOR PURCHASE ORDERS		EMAIL ADDRESS FOR ACCOUNTS RECEIVABLE	
WEB ADDRESS		CONFLICT OF INTEREST DISCLOSURE ARE YOU A COUNTY EMPLOYEE? YES NO IF YES, EXPLAIN: RELATIVE OF COUNTY EMPLOYEE? YES NO IF YES, EXPLAIN: MEMBER OR RELATIVE OF THE COUNTY BOARD OF SUPERVISORS? YES NO IF YES, EXPLAIN:	
DO YOU REMIT ARIZONA STATE SALES TAX? YES NO			
DOES YOUR COMPANY PROVIDE: GOODS SERVICES BOTH			
PLEASE DESCRIBE:			

MINORITY CERTIFICATION

Minority Certification

The U.S. Small Business Administration provides several programs designed to help small businesses compete for contracts. Is your business a federally registered MWBE?

Yes No **If yes, please provide certification documentation.**

VENDOR ACKNOWLEDGEMENTS - BY SIGNING BELOW, I HEREBY ACKNOWLEDGE THAT:

1. I am duly authorized to certify the information requested herein.
2. To the best of my knowledge, the elements of the information provided herein are accurate and true as of this date.
3. My organization shall comply with all State and Federal equal opportunity and non-discrimination requirements and conditions of employment in accordance with Federal Executive Order 11246, State Executive Order 75.5 or A.R.S. 41-1461 through 1465.
4. Filing of a Vendor Maintenance Request supplies information only and does not constitute an assumed obligation by Yavapai County to guarantee contractual awards or agreements to my organization.
5. Updating information contained on this form is solely the duty of my organization.
6. My organization will direct all communication regarding Yavapai County Purchase Orders to the Yavapai County Finance Department.

PRINTED OR TYPED NAME	TITLE
SIGNATURE	DATE

COUNTY USE ONLY

Name of County Employee Requesting Vendor	Employee C#
Department	Anticipated Amount to be spent with this Vendor during the current fiscal year?