

VENDOR APPLICATION FORM

Oklahoma City Public Schools

PO Box 36609, Oklahoma City, OK 73136 (405) 587-0000 www.okcps.org

PURCHASING USE ONLY	
Vendor ID: _____	_____
Date Issued: _____	_____

Oklahoma Teachers Retirement System (OTRS) Status *(Applicant **must** select one of the following options)*

- Retired from OTRS & actively drawing a pension check.
- Retired from OTRS but have suspended drawing a pension check & wish to stop my retirement & return to active membership status.
- Not retired from OTRS

Company / Individual Name		Federal Tax ID or Social Security Number	
Address / City / State / Zip			
Remit to Address / City / State / Zip (if different than the one above)			
Type of Business – Products(s) Sold / Services Provided			
Email Address		Accounts Receivable Email Address	
Telephone Number		Cell Number	Fax Number
Name of Contact		New Application	Renewal Application

Shipping Charges	\$	or	\$	or	%	Minimum Order
	FOB		Charges		Percent	

***Read and Sign* (A completed W-9 form must be submitted with this application. See W-9 link and submittal instructions below.)**

_____ ("Contractor") hereby acknowledges that it has a contract with OR will receive a PO from Independent School District No. 1089 Oklahoma County, Oklahoma, a/k/a Oklahoma City Public Schools, for services to be performed on school premises. Contractor declares that it has verified and will continue to verify that none of its employees working on school premises shall have been convicted in the State of Oklahoma, the United States, or any other state of 1) any felony offense within the last ten (10) years unless such an employee has received a presidential or gubernatorial pardon, or 2) any sex offense subject to a Sex Offenders Registration Act, or 3) any offense subject to the Mary Rippy Violent Crime Registration Act.

Contractor acknowledges that, pursuant to 57 O.S. § 589, it is unlawful for any person registered pursuant to the Sex Offenders Registration Act or the Mary Rippy Violent Crime Registration Act to work with or provide services to children or to work on school premises and that it is unlawful for Contractor to knowingly and willfully allow any employee to work with children or to work on school premises who is registered pursuant to the Sex Offenders Registration Act or the Mary Rippy Violent Crime Registration Act.

Contractor further verifies that it does not employ persons in violation of the Oklahoma Taxpayer and Citizen Protection Act (25 O.S. §§ 1312, 1313, and 68 O.S. § 2355) and that this Contractor complies and will continue to comply with the requirements of the Act. The Oklahoma City Public School District is committed to a policy of equal employment opportunity and affirmative action, and does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, or handicap. Utilization of any agency for goods and services is predicated upon its adherence to a similar policy of nondiscrimination and affirmative action.

The undersigned (architect, contractor, supplier, or engineer), of lawful age, being first duly sworn, on oath says that the invoice or claim is true and correct. Affiant further states that the (work, services, or materials) as shown by this invoice or claim have been (completed or supplied) in accordance with the plans, specifications, orders, or requests furnished the Affiant. Affiant further states that he/she has made no payment directly or indirectly to any elected official, officer, or employee of the state of Oklahoma, any county or local subdivision of state, of money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an **invoice is required**.

OKCPS is a tobacco-free and weapons-free workplace for all schools, buildings and grounds whether leased or owned by the District. Use of tobacco products or possession of a weapon, while on any District grounds, in any District buildings, or in any District vehicle is prohibited. Violations could include termination of employment and/or contract with the District.

Has your company ever been debarred from doing business with any federal, state, local agency or school district? _____
 If yes please provide details including name, date and reason for debarment. _____

Have you or any person working for you or your Company used funds to influence or attempt to influence any officer, or employee of the Oklahoma City Public School District 1-089? _____

IT IS A VIOLATION OF OKLAHOMA STATE LAW TO PROVIDE ANY GOODS(S) AND/OR SERVICE(S) PRIOR TO THE ISSUANCE OF A PURCHASE ORDER OR WITHOUT A VALID PURCHASE ORDER.

I _____ being the authorized agent have read the forgoing document and hereby acknowledge the Contractor's responsibility to adhere to the District's policy. I further attest that the information provided on this application is true to the best of my knowledge.

Signature	Date
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*** Click HERE to download a current W-9.***