



SMUSM

*Southern Methodist University
Department of Purchasing*

Dear Vendor:

We request a Vendor Registration Form on all companies doing business with Southern Methodist University (SMU). If you are a minority firm, please indicate on the Vendor Registration Form and complete the Certification Statement. You may also attach copies of any certificates or certification that you have.

Please submit the completed forms to the following fax, e-mail or address:

Fax: 214-768-4860
E-Mail: drozier@smu.edu
Mailing Address: Purchasing Department
Attn: Deborah Rozier
P.O. Box 750416
Dallas, Texas 75275-0416

If you have any questions about the **Vendor Registration Form** please contact Deborah Rozier at 214-768-3852.

Sincerely,

Terrence A. Conner
Director of Purchasing & Accounts Payable
Southern Methodist University
Dallas, Texas 75275
214-768-4909



VENDOR NUMBER: (SMU Use Only)	
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VENDOR REGISTRATION FORM

INSTRUCTIONS:	Complete the highlighted sections of this form. Return to the SMU - Purchasing Department by either e-mail, fax or mail.		
RETURN FORM TO:	Southern Methodist University	E-Mail To >>>	drozier@mail.smu.edu
	Purchasing Department	Fax To >>>	214-768-4286
	PO Box 750416	Attn >>>	Deborah Rozier
	Dallas, TX 75275-0416		

Vendor Name:			
Address:			
Telephone:		Fax:	
Pager or Cell:		E-Mail:	
Web Site:			
Vendor Contacts:			

Type Of Operation:	<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>	Retailer
	<input type="checkbox"/>	Distributor	<input type="checkbox"/>	Wholesaler
	<input type="checkbox"/>	Service	<input type="checkbox"/>	Other:

Classification of Business:	<input type="checkbox"/>	Corporation - Metroplex	<input type="checkbox"/>	Small Minority Women Owned - Metroplex
	<input type="checkbox"/>	Corporation - Out of State	<input type="checkbox"/>	Small Minority Women Owned - Out of St
	<input type="checkbox"/>	Corporation - Texas	<input type="checkbox"/>	Small Minority Women Owned - Texas
	<input type="checkbox"/>	Small Business - Metroplex	<input type="checkbox"/>	Minority - Owned - Metroplex
	<input type="checkbox"/>	Small Business - Out of State	<input type="checkbox"/>	Minority - Owned - Out of State
	<input type="checkbox"/>	Small Business - Texas	<input type="checkbox"/>	Minority - Owned - Texas
	<input type="checkbox"/>	Small Minority Owned - Metroplex	<input type="checkbox"/>	Minority Women Owned - Metroplex
	<input type="checkbox"/>	Small Minority Owned - Out of State	<input type="checkbox"/>	Minority Women Owned - Out of State
	<input type="checkbox"/>	Small Minority Owned - Texas	<input type="checkbox"/>	Minority Women Owned - Texas
	<input type="checkbox"/>	Small Women Owned - Metroplex	<input type="checkbox"/>	Women Owned - Metroplex
	<input type="checkbox"/>	Small Women Owned - Out of State	<input type="checkbox"/>	Women Owned - Out of State
	<input type="checkbox"/>	Small Women Owned - Texas	<input type="checkbox"/>	Women Owned - Texas
	<input type="checkbox"/>	Other >>>		

Annual Sales Volume:		# of Employees:		Date Established:	
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Product/Service Information:			

Banking Reference:			
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Customer References:	1	
	2	
	3	

Submitted By:		Title:		Date:	
Signature:					

Southern Methodist University

SMALL BUSINESSES, SMALL DISADVANTAGED BUSINESSES AND WOMEN-OWNED BUSINESS CONCERNS

CERTIFICATION STATEMENT

If you have certified that your company qualifies as a Small Business, Small Disadvantaged and/or Women-Owned Small Business Concern under the above representations, please identify your company by name and address; indicate the group(s) under which you qualify; and whether Southern Methodist University has approval to release the information contained in this certification to government agencies and/or other business/organizations. Please attach certificate if certified.

Company Name:

Company Address:

Percentage of Minority and/or Women Ownership:

White, Non-Hispanic
 Black, Non-Hispanic
 Hispanic, Mexican
 Hispanic, Other

Asian or Pacific Islander
 American Indian or Alaskan Native

Other:	
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Yes
 No

Information regarding our status as a Minority-Owned Business Enterprise (MBE) and/or Women-Owned Business Enterprise (WBE) may be released to government agencies.

Yes
 No

Information regarding our status as a Minority-Owned Business Enterprise (MBE) and/or Women-Owned Business Enterprise (WBE) may be released to other businesses/organizations.

The undersigned recognizes that this certification shall be incorporated by SMU (Southern Methodist University) in all pre-existing and any future contracts.

If there is a change in status which affects the information provided in this certification, the undersigned agrees to provide notice of the change to SMU (Southern Methodist University) within ten (10) days after said change.

The undersigned recognizes that, pursuant to 15 U.S.C. 645 (d), any person who misrepresents a firm's status shall be subject to punishment by imposition of a fine, imprisonment, or both; imposition of administrative remedies; and/or being rendered ineligible for participation in programs conducted under the authority of the Small Business Act.

Submitted By:		Title:	
Signature:			