



Quality Learning and Superior Performance for All

# PURCHASING DEPARTMENT

Hill Educational Center  
136 Elm Street, #243  
Cumming, GA 30040

Phone: 770-781-6603  
Fax: 770-888-0222  
www.forsyth.k12.ga.us

## VENDOR APPLICATION FORM

APPLICANT'S NAME AND MAILING ADDRESS FOR BIDDING FORMS AND PURCHASE ORDERS: _____ _____ _____	MAILING ADDRESS FOR PAYMENTS (PLEASE SPECIFY IF SAME) _____ _____ _____
TELEPHONE#: _____ CELL/ALT#: _____	FAX#: _____ EMAIL: _____ WEBSITE: _____
DATE OF APPLICATION: _____	FEDERAL I.D.# OR SOCIAL SECURITY#: _____
PERSON(S) AUTHORIZED TO SIGN BIDS, OFFERS AND CONTRACTS (INDICATE IF AGENT): 1) _____ 2) _____ 3) _____ 4) _____	TYPE OF SERVICE OR PRODUCT (USE THE COMMODITY CODE LIST BELOW) 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____
CIRCLE BUSINESS FUNCTION: 1) MANUFACTURER 2) FACTORY REPRESENTATIVE 3) WHOLESALE DEALER 4) RETAIL DEALER 5) SERVICE 6) OTHER:	Specific Products/Services/Makes/Models _____ _____ _____ _____ _____
I HEREBY CERTIFY THE ABOVE INFORMATION SUPPLIED IS CORRECT. _____ <b>PRINT NAME</b> _____ <b>SIGNATURE</b> _____	<b>VENDOR IS REQUIRED TO PROVIDE A COPY OF THEIR W-9 BEFORE THEY WILL BE ENTERED INTO DATABASE. PLEASE PROVIDE W-9 ALONG WITH APPLICATION.</b> <b>W-9 INCLUDED W/ APP Y_____ N_____</b>

**PLEASE NOTE:** Entry into the FCS Vendor Database does not constitute an open approval for FCS Schools and Departments to purchase from your organization. All new entries will be tagged inactive until you are awarded a contract through competitive solicitation and/or until a school or user department request activation based upon satisfaction of competitive thresholds as set forth by FCS Board of Education Purchasing Policy and FCS Purchasing Regulations

## COMMODITY CODE LIST

	<b>AUTOMOTIVE</b>	603	Kitchen & Cafeteria Equipment - Small
101	Buses	604	Kitchen & Cafeteria Equipment - Large
102	Parts & Accessories for Buses	605	Uniforms
103	Vehicles: Cars, Trucks, SUV's & Vans	606	Food & Nutrition Miscellaneous
104	Parts and Accessories for Vehicles		<b>FURNITURE</b>
105	Fuel ( Gas & Diesel)	701	Auditorium Seating
106	Tires & Service	702	Cafeteria
107	Automotive Miscellaneous	703	Classroom
	<b>AUDIO VISUAL</b>	704	Lockers
201	Audio Visual Equipment & Supplies	705	Filing Storage Systems
202	Audio Visual Repairs	706	Media Center / Library
203	Electronic Whiteboards	707	Music
204	Media Equipment, Lighting, & Sound	708	Science
205	Radio Communications & Equipment	709	Furniture Miscellaneous
206	Audio Visual Miscellaneous		<b>GROUNDS</b>
	<b>BAND &amp; MUSIC</b>	801	Fencing
301	Band & Orchestra Instruments & Equipment	802	Fertilizers
302	Choral Music & Equipment	803	Heavy Equipment
303	Band & Choral Music	804	Landscape: Installation & Service
304	Piano Tuning	805	Landscape Materials: Straw, Mulch, etc.
305	Band & Music Service & Repairs	806	Lawn Care Equipment
306	Band & Music Miscellaneous	807	Pest Control
	<b>CONSTRUCTION</b>	808	Grounds Miscellaneous
401	Concrete & Asphalt		<b>MAINTENANCE</b>
402	Engineering & Architecture	901	Batteries
403	New Building	902	Custodial Equipment & Supplies
404	Playground	903	Doors & Locks
405	Portables	904	Electrical Equipment & Supplies
406	Renovations	905	Electrical Service & Repairs
407	Construction & Building Supplies/Materials	906	Floor Covering & Installation
408	Structures - Bleachers	907	Gases, Containers, & Equipment
409	Construction Miscellaneous	908	Glass & Acrylics
	<b>EDUCATION &amp; INSTRUCTION</b>	909	HVAC Equipment & Supplies
501	Art & Craft Supplies	910	HVAC Service & Repair
502	Books & Agendas	911	Lighting Equipment & Supplies
503	Classroom Instructional Supplies	912	Lumber / Wood Equipment
504	Curriculum, Teaching Aids & Equipment	913	Machinery
505	Drawing, Drafting Supplies & Equipment	914	Material Handling & Storage Supplies
506	Graphic Art Supplies	915	Painting Equipment & Supplies
507	Media Center Supplies	916	Pipe & Conduit
508	Recycling Surplus Textbooks	917	Plumbing Equipment & Supplies
509	Science Supplies & Equipment	918	Plumbing Service & Repair
510	Test Scoring Machines & Forms	919	Road Maintenance Equipment
511	Education & Instruction Miscellaneous	920	Tools – Powered & Non-Powered
	<b>FOOD &amp; NUTRITION</b>	921	Window Equipment & Supplies
601	Food Items	922	Maintenance Miscellaneous
602	Beverages		

	<b>OFFICE</b>		<b>SPORTS / P.E.</b>
1001	Computers & Equipment / Hardware	1201	Athletic Sporting Equipment
1002	Computer Software	1202	Athletic Lockers
1003	General Office Supplies & Copy Paper	1203	Athletic Uniforms
1004	Packaging, Boxes & Supplies	1204	Fitness / Weight Training Equipment
1005	Printer/Copier Supplies: OEM	1205	Physical Education Equipment & Supplies
1006	Printer/Copier Supplies: Non-OEM (Remanufactured)	1206	Sport Floors
1007	Office Furniture	1207	Playground / Parks & Recreation Equipment
1008	Office Machines & Equipment	1208	Sports & P.E. Miscellaneous
1009	Office Equipment Service		<b>TECHNOLOGY</b>
1010	Office Miscellaneous	1301	Cabling
	<b>SERVICES</b>	1302	Cell Phone / Pagers
1101	Carpeting	1303	Computer Hardware
1102	Carpentry	1304	Computer Software
1103	Class Room Trailer Moving	1305	Computer Peripherals
1104	CPR Training	1306	Printers
1105	Demolition	1307	Radios & Accessories
1106	Electrical	1308	Technology Parts & Accessories
1107	Elevators	1309	Voice / Data Equipment
1108	Environmental Consulting	1310	Website Design & Software
1109	Environmental Remediation	1311	Technology Miscellaneous
1110	Fencing	1312	Surplus Technology Equipment
1111	Financial & Insurance		<b>MISCELLANEOUS</b>
1112	Fire Alarm	1401	Consulting
1113	Fire Extinguishers	1402	Diplomas & Graduation Materials
1114	Generator	1403	Drapes & Window Treatments
1115	Ground Maintenance	1404	Health & Wellness
1116	Health Care Therapy	1405	Magazine Subscriptions
1117	HVAC	1406	Professional Photography
1118	Insurance	1407	Promotional Items
1119	Janitorial	1408	Security & Surveillance
1120	Lighting	1409	Warehouse Equipment & Supplies
1121	Moving	1410	Training
1122	Office Equipment Repair	1411	Other Miscellaneous
1123	Painting	1412	Flags & Accessories
1124	Pest Control	1413	Shredding/Document Destruction
1125	Photography		
1126	Plumbing		
1127	Printing		
1128	Roofing		
1129	Septic Pump		
1130	Signs		
1131	Sprinkler Systems		
1132	Video Production		
1133	Welding		
1134	Recycling Surplus Textbooks		
1135	Salvage		
1136	Uniform Leasing		
1137	Utilities		
1138	Waste / Sanitation		
1139	Services Miscellaneous		
1140	Vending Services		

