



VENDOR APPLICATION
WATAUGA COUNTY
814 WEST KING STREET, ROOM 216,
BOONE, NC 28607
PHONE (828) 265-8007 FAX (828) 265-8006

WATAUGA COUNTY DEPARTMENT OR INDIVIDUAL PLACING ORDER:		
COMPANY NAME:		
MAILING ADDRESSES		
PURCHASE ORDERS:		
City	State	Zip Code
Telephone	Fax	
ACCOUNTS RECEIVABLE (if different from above)		
City	State	Zip Code
Telephone	Fax	

ATTENTION MINORITY/WOMAN OWNED BUSINESS

ALL MINORITY OWNED BUSINESSES ARE REQUESTED TO COMPLETE THE FOLLOWING IN THE MANNER THAT BEST DESCRIBES THEIR BUSINESS. PLEASE CHECK ALL THAT APPLY.

African American Native American Hispanic American Asian American Woman Owned

Substitute W-9 Request for Taxpayer Identification Number and Certification

Please complete all appropriate spaces. Print legibly in ink or type.

Company Name: _____

OR

Last Name: _____ First _____ Middle: _____

Type of Organization (Check One):

Corporation Partnership Proprietorship Individual Other _____

Federal Tax ID #: _____ - _____ - _____

OR

Social Security #: _____ - _____ - _____

Certification – Under penalties of perjury, I certify that: (check 1 or 2)

1. The number shown on this form is my correct taxpayer identification number (or I am willing for a number to be issued to me).
2. I am not subject to backup withholding because:
 - a) I am exempt from backup withholding, or
 - b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or
 - c) The IRS has notified me that I am no longer subject to backup withholding.

I certify that the information on this form is correct:

(Printed Name)

(Title)

(Signature)

(Date)

**WATAUGA COUNTY
TERMS AND CONDITIONS**

Below are the terms and conditions that apply to all purchases made by Watauga County and must be considered as part of any bid proposal.

1. All invoices and packages must bear the purchase order number on the outside of the package or shipping container.
2. Mail or deliver all invoices to "Watauga County Finance Office, 814 West King Street, Room 216, Boone, NC 28607".
3. Vendor must provide separate invoices for each Purchase Order number.
4. Invoices for partial deliveries must be indicated as such.
5. Watauga County is required to pay North Carolina state and local sales tax. These charges must appear on any invoice for payment.
6. Watauga County is exempt from Federal Excise Tax and these charges should not appear on invoices to the County.
7. Purchase orders are required for all purchases over \$1,000.
8. Purchases less than \$1,000 including freight and tax may be charged by authorized Watauga County employees using a purchasing card. Vendors who do not accept purchasing cards should invoice the County's Finance Office. It is the vendor's responsibility to verify that individuals identifying themselves as County employees are employees in good standing and authorized to make purchases and charges on behalf of the County.
9. Any rejected materials will be returned to the vendor at the vendor's risk and expense.
10. The vendor acknowledges it is the policy of the County to avoid commercial promotion of products used by the County or the vendors of such products. The vendor accordingly agrees not to solicit, use, or disseminate commercial advertisement founded upon the County's purchase and/or use of any goods or services purchased, and specifically agrees not to seek or use for advertising purposes the endorsement of goods or services by County officers or employees.
11. The County may, at any time, insist upon strict compliance with these terms and conditions, notwithstanding any previous customer, practice or course of dealing to the contrary. Acceptance of an order to purchase includes acceptance of all terms, conditions, prices, delivery instructions and specifications as shown in this form or made a part of any order.