



# City of Duncan

PO Box 969  
Duncan, OK 73534  
580-252-0250  
[AP@duncanok.gov](mailto:AP@duncanok.gov)

## VENDOR APPLICATION FORM

### VENDOR INFORMATION

<b>COMPANY / FIRM NAME</b> as shown on Federal Tax Return		<b>VENDOR ID.</b> if applicable
<b>ALTERNATE NAME</b> if applicable / (doing business as)		<b>TAX ID NUMBER</b> FEIN OR SSN
<b>POINT OF CONTACT NAME</b>	<b>TITLE</b>	
<b>VENDOR ADDRESS</b>		
<b>PAYMENT ADDRESS</b> if different from address above		
<b>PHONE</b>	<b>FAX</b>	<b>VENDOR EMAIL</b>
<b>TAX EXEMPT?</b> Y or N	<b>VENDOR WEBSITE</b>	

### ORGANIZATION TYPE

Corporation	Individual / Sole Proprietor	Joint Venture
LLC	Partnership / Limited Partnership	Non Profit

<b>REQUESTOR / VENDOR'S NAME</b>	<b>SIGNATURE</b>	<b>DATE REQUESTED / SENT</b>

<b>PAYMENT TERMS</b>	<b>DISCOUNTS</b>

<b>INTERNAL USE ONLY</b>	<b>VENDOR ID</b>	<b>DATE RECEIVED</b>	<b>DATE PAYMENT PROCESSED</b>

- NO PURCHASES CAN BE MADE BY THE CITY OF DUNCAN WITHOUT A PURCHASE ORDER BEING ISSUED. THE CITY OF DUNCAN SHALL NOT BE RESPONSIBLE FOR PURCHASES MADE WITHOUT A PURCHASE ORDER. CITY OF DUNCAN, ORDINANCE 1574