



City of Duncan

PO Box 969
Duncan, OK 73534
580-252-0250
AP@duncanok.gov

VENDOR APPLICATION FORM

VENDOR INFORMATION

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

ORGANIZATION TYPE

<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Individual / Sole Proprietor	<input type="checkbox"/>	Joint Venture
<input type="checkbox"/>	LLC	<input type="checkbox"/>	Partnership / Limited Partnership	<input type="checkbox"/>	Non Profit

REQUESTOR / VENDOR'S NAME	SIGNATURE	DATE REQUESTED / SENT

PAYMENT TERMS	DISCOUNTS

INTERNAL USE ONLY	VENDOR ID	DATE RECEIVED	DATE PAYMENT PROCESSED

- NO PURCHASES CAN BE MADE MY 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