



Procurement & Contracts  
149 SE College Place  
Lake City, FL 32025  
386.754.4381

### VENDOR INFORMATION FORM

**Name:** \_\_\_\_\_  
(As stated on your Federal Tax Return. If you are the Sole Proprietor of a business, the personal name of the business is required)

**Company or Business Name, if different from above:** \_\_\_\_\_

**Type of Business:** ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Non-Profit  
☐ Limited liability company ☐ Individual/sole proprietor or single-member LLC  
☐ Government Entity ☐ Other (specify) \_\_\_\_\_

**Business Address or Corporate Headquarters:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**Do you accept purchase orders?** \_\_\_\_\_

**What is your ordering process?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Services / Commodities Provided:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Office of Supplier Diversity (OSD) requires state agencies to report expenditures for transactions conducted with certified minority businesses registered with the state. Please confirm any minority certifications held by your organization:

☐ African-American ☐ Native American ☐ Asian-American  
☐ Service-Disabled Veteran ☐ Hispanic American Woman ☐ Other (specify) \_\_\_\_\_

**Minority Certification issued by:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Please complete and mail/email to:**

Florida Gateway College Attn: Director of Procurement & Contracts  
149 SE College Place Lake City, FL 32025  
[Purchasing@fgc.edu](mailto:Purchasing@fgc.edu)

**\*Please include a copy of your company's W9, as well as a Certificate of Insurance if your service pertains to work located on the FGC campus.**