



Daytona State College must have accurate and complete supplier information on file in order to generate a purchase order and facilitate prompt payment. Please complete the Supplier Application, Supplier Commodity List and W-9 (Part 3 of 3). Daytona State College offers the option for suppliers to receive electronic payments. To participate complete the Supplier Authorization for Electronic Funds Transfer form.

**Company Information**

Company Name \_\_\_\_\_  
 Business Address \_\_\_\_\_  
 City, ST, Zip \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 City, ST, Zip \_\_\_\_\_

**Contact Information**

Name \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Preferred Method to Receive Purchase Order**

Fax  US Postal Service  Email (provide): \_\_\_\_\_

**General Information**

Years in business with the above name. \_\_\_\_\_ years  
 Company's previous name. \_\_\_\_\_  N/A  
 Company is certified by Office of Supplier Diversity. If yes, attach certificate.  Yes  No  
 Company accepts credit cards.  Yes  No  
 Company agrees to accept Purchase Orders. *Note: Yes indicates Company agrees to Daytona State College terms and conditions.*  Yes  No  
 Is the Company wholly/partly owned by a Daytona State College: a) employee, b) trustee, c) or related to an employee or trustee?  Yes  No  
 If yes, provide the following:  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_

**Check All That Apply**

**Type of Business**

Corporation  
 Government  
 Manufacturer  
 Non-Profit  
 Partnership  
 Sole Proprietor

**Minority Categories**

African American  
 American Indian/Alaskan  
 Asian/Pacific Islander  
 Hispanic  
 Service Disabled Veteran  
 Woman Owned

**References** Provide three (3) institutions that are in an active status with the Company (preferably colleges/universities).

	Company Name	Contact	Phone
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

I certify the above information is correct.

\_\_\_\_\_  
**Print Name** **Signature** **Date**

**Return completed documents by email or fax. Email:** Procurement@DaytonaState.edu **Fax:** 386/506-4289



# Supplier Commodity List

PART 2 of 3

Please check the goods/services offered by your company.

<input type="checkbox"/>	Advertising	011	<input type="checkbox"/>	Lighting Fixtures & Lamps	460
<input type="checkbox"/>	Animals	490	<input type="checkbox"/>	Linens/Linen Services	760
<input type="checkbox"/>	Appliances, Household	730	<input type="checkbox"/>	Maintenance & Repair Services	050
<input type="checkbox"/>	Athletic & Recreation Equipment	830	<input type="checkbox"/>	Material Handling Equipment	690
<input type="checkbox"/>	Awards & Promo Items	940	<input type="checkbox"/>	Medical Equipment & Supplies	470
<input type="checkbox"/>	Audio & Visual Equipment & Supplies	660	<input type="checkbox"/>	Moving & Storage	033
<input type="checkbox"/>	Business & Other Support Services	030	<input type="checkbox"/>	Musical Instruments	810
<input type="checkbox"/>	Chemicals & Chemical Products	510	<input type="checkbox"/>	Office Machines/Equipment	210
<input type="checkbox"/>	Childcare Services	065	<input type="checkbox"/>	Office Supplies	220
<input type="checkbox"/>	Cleaning Equipment & Supplies	890	<input type="checkbox"/>	Paper & Related Products	230
<input type="checkbox"/>	Communication Equipment & Supplies	630	<input type="checkbox"/>	Photographic Equipment & Supplies	650
<input type="checkbox"/>	Computer Accessories & Cables	610	<input type="checkbox"/>	Photographic Supplies & Materials	651
<input type="checkbox"/>	Computer Hardware	600	<input type="checkbox"/>	Plumbing Supplies & Materials	300
<input type="checkbox"/>	Computer Software	620	<input type="checkbox"/>	Printing Services	090
<input type="checkbox"/>	Construction & Building Materials	380	<input type="checkbox"/>	Professional Associations	020
<input type="checkbox"/>	Construction & Building Trade Services	070	<input type="checkbox"/>	Professional Services	010
<input type="checkbox"/>	Custodial Services	061	<input type="checkbox"/>	Publishing Company	965
<input type="checkbox"/>	Direct Mail Services	031	<input type="checkbox"/>	Pumps & Compressors	280
<input type="checkbox"/>	Educational Institutions	041	<input type="checkbox"/>	Refrigeration, HVAC & Heating	080
<input type="checkbox"/>	Educational Materials	040	<input type="checkbox"/>	Safety Equipment	260
<input type="checkbox"/>	Electronic Equipment	110	<input type="checkbox"/>	Scientific Equipment & Supplies	480
<input type="checkbox"/>	Electrical Wire & Power Dist. Equipment	440	<input type="checkbox"/>	Security Services	270
<input type="checkbox"/>	Food Prep & Serving Equipment	750	<input type="checkbox"/>	Subscriptions	961
<input type="checkbox"/>	Freight Forwarder/Custom Broker	032	<input type="checkbox"/>	Tools	320
<input type="checkbox"/>	Furniture Business & Home	710	<input type="checkbox"/>	Uniforms, Clothing, etc.	850
<input type="checkbox"/>	Gases	520	<input type="checkbox"/>	Vehicle Accessories & Parts	140
<input type="checkbox"/>	Government Agency	021	<input type="checkbox"/>	Vehicle Repair	141
<input type="checkbox"/>	Hotels, Motels, etc.	720	<input type="checkbox"/>	Vehicles, Trailers, Cycles & Trucks	120
<input type="checkbox"/>	ID Cards, Decals & Signage	910	<input type="checkbox"/>	Other: Specify Below	960
<input type="checkbox"/>	Keys & Locks	950			
<input type="checkbox"/>	Landscaping Services & Supplies	060			



# Supplier Authorization for Electronic Funds Transfer

OPTIONAL

Daytona State College offers payments through Automated Clearing House. Payments will be sent as electronic funds transfer (EFT) directly to the company's bank account, eliminating costs and security issues with handling, depositing and clearing checks.

The supplier will receive an email or fax notification when an EFT payment is submitted, which includes the invoice(s) paid and total dollars credited to the bank account. We require the following information and signature to set up the company for EFT payments.

Note: This document will be kept on file for Daytona State College audit purposes.

1. Deposit Account Number

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2. Bank Routing or ABA Number

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3. Company Name on Bank Account

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4. Company Contact Name

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5. Telephone Number

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6. Fax Number

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7. Email for Payment Notification

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I authorize Daytona State College to make EFT payments to our company using the information indicated above.

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Print Name

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Authorized Signature

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Date



## Consumer's Certificate of Exemption

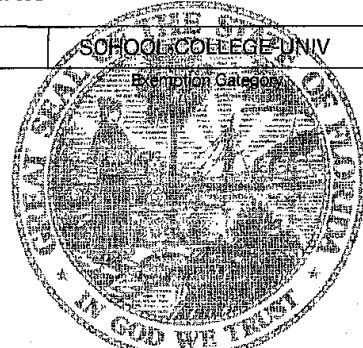
DR-14  
R. 04/11

Issued Pursuant to Chapter 212, Florida Statutes

85-8016077493C-2	02/28/2013	02/28/2018	SCHOOL COLLEGE UNIV
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

DAYTONA STATE COLLEGE INC  
1200 W INTERNATIONAL SPEEDWAY BLVD  
DAYTONA BEACH FL 32114-2817



is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



## Important Information for Exempt Organizations

DR-14  
R. 04/11

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

# Daytona State College



## PURCHASE ORDER TERMS and CONDITIONS

**Daytona State College** prohibits the inclusion of any additional or different terms by Seller in the Seller's acceptance or acknowledgement of this order. The inclusion of such terms by the Seller will be void, such terms will not be conditions or additional terms to this order, and Buyer's acceptance of Seller's goods shall not be deemed as acceptance of such terms. The terms or conditions from a relevant invitation to bid, proposal or quote are incorporated herein by this reference. If Purchase Order does not have an authorized purchasing signature it is considered null and void, and no payment(s) will be made against it. Unless otherwise stated on the face of this order, the following terms and conditions shall apply.

**Terms of Payment:** Normal terms of payment shall be "Net 30 Days" from receipt of goods and vendor's invoice in duplicate. Alternative terms of payment may be considered when in the best interest of the college.

**Invoicing:** Itemized invoices in duplicate, each bearing the Purchase Order Number must be mailed no later than the day of shipment. If the College is responsible for transportation costs, a bill of lading or express receipt must be attached to your invoice. Show our purchase order number immediately following our name.

**Discounts:** On any discount, time will be computed from date of satisfactory delivery of goods, or from date correct invoice received, whichever is the later date.

**Packing and Shipping:** An itemized list of contents must be placed in each package bearing the Purchase Order Number. All expenses incurred by Seller's failure to furnish necessary shipping documents shall be charged to the Seller.

**Law and Regulations:** Seller shall comply with all applicable Federal, State and Local laws, statutes and ordinances including, but in no way limited to rules, regulations and standards of the Occupational Safety and Health Act of 1970 and the Federal Contract Work Hours and Safety Standards Act, and the rules and regulations promulgated under these acts. Seller agrees, in connection with performance of this order, not to discriminate against any employee or applicant because of race, sex, religion, color, age, national origin, disability, or marital status. Seller acknowledges that Daytona State College is subject to and must comply with Florida's Public Records Law, Chapter 119, Florida Statutes. Seller also acknowledges its obligation to comply with the requirements of Section 119.0701, Florida Statutes. Seller's failure to comply may result in cancellation of Purchase Order. Material Safety Data Sheets and Certificates of Compliance must be provided with each shipment of raw materials. Daytona State College operates in accordance with the State of Florida Sunshine Law.

**Patents:** Seller agrees to indemnify and hold harmless the buyer, its officers, employees, agents or representatives using the goods specified herein from any loss, damage or injury arising out of claim or suit at law or equity for actual or alleged infringement of letters patent, by reason of the buying, selling or using the goods supplied under this order, and will assume the defense of any and all suits and will pay all costs and expenses incidental thereto.

**Conflict of Interest:** The purchase hereunder is subject to the provisions of Chapter 112 Florida Statutes. All sellers must disclose the name of any director or agent who is an employee of the college.

**Insurance and Indemnification:** Seller agrees to indemnify and hold harmless the Buyer, its officer's agents and employees from and against any and all claims and liabilities (including expenses) for injury or death of persons or damage to any property which may result, in whole or in part, from any act or omission on the part of the Seller, its agents, employees or representatives, or arising from any Seller-furnished goods or services, except to the extent that such damage is due solely and directly to the negligence of the Buyer. Seller shall carry comprehensive general liability insurance, including contractual and product liability coverage, with minimum limits acceptable to the Buyer. Seller shall, at the request of the Buyer, supply certificates evidencing such coverage.

**Risk of Loss:** Seller assumes the following risks: (a) all risks of loss or damage to all goods, work in process, materials and other things until the delivery thereof as herein provided; (b) all risks of loss or damage to third persons and their property until the delivery of all the goods as herein provided; (c) all risks of loss or damage to any property received by Seller from or held by Seller or its supplier for the account of Buyer, until such property has been delivered to Buyer; (d) all risks of loss or damage to the goods or any part thereof rejected by Buyer, from the time of shipment thereof to Seller until redelivery thereof to Buyer.

**Inspections and Testing:** Buyer shall have the right to expedite, inspect and test any of the goods or work covered by this purchase order prior to shipment. All goods are also subject to Buyer's inspection and approval upon arrival. If rejected, pickup/return of the goods will be at the Seller's expense. Such inspection, or the waiver thereof, however, shall not relieve the Seller from full responsibility for furnishing goods and work conforming to the requirements of the order, not prejudice any claim, right or privilege the Buyer may have because of the use of defective or unsatisfactory goods or work.

**Termination for Default:** Buyer may terminate all or any part of this purchase order by giving notice of default to Seller, if Seller (a) refuses or fails to deliver the goods within the time specified; (b) fails to comply with any of the provisions of this order or so fails to make progress as to endanger performances hereunder, or; (c) becomes insolvent or subject to proceedings under any law relating to bankruptcy, insolvency, or the relief of debtors. In the event of termination for default, Buyer's liability shall be limited to the payment for goods delivered and accepted by the Buyer under this order.

**Stop Work Order:** Buyer may, at any time, by written notice to the Seller, stop all or any part of the work. Upon receipt of such notice, the Seller shall take all reasonable steps to minimize the incurrence of costs during the period of work stoppage. Buyer may subsequently either cancel the stop work order resulting in an equitable adjustment in the delivery schedule and/or the price, or terminate the work in accordance with the provisions of the order.

**Assignment and Subcontracting:** Seller shall not assign or subcontract any portion of this purchase order without the prior written approval of the Buyer. Contractors are encouraged to utilize the E-Verify system to verify the employment eligibility of their employees and subcontractors.

**Warranty:** By accepting this order, the Seller warrants that the goods furnished hereunder shall be free from latent and patent defects and in full conformity with the specifications, drawings and/or samples. The Seller also warrants that the goods are fit for the Buyer's purpose if indicated hereon or in any documents attached or made a part hereof by reference or if known to the Seller. These warranties shall survive acceptance of and payment for goods received. Failure of the Buyer to reject said goods shall not constitute a waiver of any of these warranties. The Seller, further shall hold harmless, the Buyer, its customers and any users, from any loss, damage and expense whatsoever, including attorney's fees and court costs which may be suffered by breach of any of these warranties.

**Delivery:**

**IF DELIVERY TO DESTINATION CANNOT BE MADE ON OR BEFORE THE SPECIFIED DATE, THE SELLER MUST NOTIFY DAYTONA STATE COLLEGE PURCHASING DEPARTMENT PROMPTLY.**

**Corrections/Changes:** Clerical errors are subject to correction by the Buyer, but the purchase order may not otherwise be modified or rescinded without Buyer's consent. Questions concerning this order may be made by writing to: DAYTONA STATE COLLEGE, Purchasing Department, PO Box 2811, Daytona Beach, FL 32120-2811; by phone (386) 506-3004; or fax (386) 506-4289.

**Revised 06/15**