



VIRGINIA POLYTECHNIC INSTITUTE
AND STATE UNIVERSITY

**PURCHASING DEPARTMENT
VENDOR REGISTRATION**

Substitute Form W-9

Legal Name: _____
(if individual, enter last name first)

Trade Name (DBA): _____

Preferred Company Abbreviation: _____
(if applicable)

Mail PURCHASE ORDERS and BIDS to:		Mail PAYMENTS to:	
Telephone #	Fax #	Toll Free #	Toll Free Fax #
DUNS Number for Purchase Order location:			

Complete both columns:

Type of Organization: (Check only ONE)	Taxpayer Identification Number:	
	<u>Employer Identification #</u>	<u>Social Security #</u>
<input type="checkbox"/> Individual Recipient (not owning a business)	_____	_____
<input type="checkbox"/> Sole Proprietorship	_____	_____
<input type="checkbox"/> Partnership	_____	_____
<input type="checkbox"/> Incorporated Business	_____	_____
<input type="checkbox"/> Nonprofit Organization	_____	_____
<input type="checkbox"/> Governmental Entity	_____	_____

Business Classification Type (Check ALL that apply): (See explanation on reverse side of form)

<input type="checkbox"/> Large Business	<input type="checkbox"/> Small Business	<input type="checkbox"/> Minority Owned Business	<input type="checkbox"/> Women Owned Business	<input type="checkbox"/> Other
---	---	--	---	--------------------------------

Does your company accept the American Express Corporate Purchasing Card ?

☐ Yes ☐ No

(see other side of form)

Return completed form to:

**Virginia Tech Purchasing Department
270 Southgate Center
Blacksburg, VA 24061-0333**

Certification: Under penalties of perjury, I certify that:

(1) The number(s) shown on this form is my correct taxpayer identification number(s) (or I am waiting for a number to be issued to me), **and** (2) The organization entity and all other information provided is accurate, **and** (3) I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.

You must cross out item (3) above if you have been notified by IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return.

Authorized Signature

Title

Typed Name

Phone Number

Date

Minority Owned Business

The following definition of "Minority Business Enterprise" is found in Title 2.1, Chapter 7.5, Section 2.1-64.32:1 Code Of Virginia.

"Minority business enterprise" means a business enterprise that is owned or controlled by one or more socially and economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to, Blacks, Hispanic Americans, Asian Americans, American Indians, Eskimos, and Aleuts."

Ownership is defined as "50% owned by minority group members or, in case of a publicly owned business, at least 51% owned by minority group members.

Small Business

"Small Business" means a corporation, partnership, sole proprietorship, 20% which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

Women Owned or Controlled Business

A "Women Owned or Controlled Business" is a business enterprise at least 51% of which is owned by women or in the case of a publicly owned business at least 51% of the stock of which is owned by women.

NIGP Commodity List

Please place a checkmark by the class(es) you are interested in supplying.

- _____ 005 Abrasives
- _____ 010 Acoustical Tile, Insulating Materials, and Supplies
- _____ 015 Addressing, Copying, Mimeograph. and Spirit Duplicating Machine
Supplies: Chemicals, Inks, Paper, etc.
- _____ 019 Agricultural Crops and Grains including Fruits, Melons, Nuts, and
Vegetables.
- _____ 020 Agricultural Equipment, Implements, and Accessories (See Class 022 for
- _____ 022 Agricultural Implement and Accessory Parts.
- _____ 025 Air Compressors and Accessories
- _____ 031 Air Conditioning, Heating, and Ventilating: Equipment, Parts and
Accessories (See Related Items in Class 740)
- _____ 035 Aircraft and Airport, Equipment, Parts, and Supplies
- _____ 037 Amusement, Decorations, Entertainment, Toys, etc.
- _____ 040 Animals, Birds, Marine Life, and Poultry, including Accessory Items
(Live)
- _____ 045 Appliances and Equipment, Household Type
- _____ 050 Art Equipment and Supplies
- _____ 052 Art Objects
- _____ 055 Automotive Accessories for Automobiles, Buses, Trucks, etc.
- _____ 060 Automotive Maintenance Items and Repair/Replacement Parts
- _____ 065 Automotive Bodies, Accessories, and Parts
- _____ 070 Automotive Vehicles and Related Transportation Equipment
- _____ 075 Automotive Shop Equipment and Supplies
- _____ 080 Badges, Emblems, Name Tags and Plates, Jewelry, etc
- _____ 085 Bags, Bagging, Ties, and Erosion Control Equipment
- _____ 090 Bakery Equipment, Commercial
- _____ 095 Barber and Beauty Shop Equipment and Supplies
- _____ 100 Barrels, Drums, Kegs, and Containers
- _____ 105 Bearings (Except Wheel Bearings and Seals - Class 060)
- _____ 110 Belts, and Belting: Conveyor, Elevator, Power Transmission, and V-Belts
- _____ 115 Biochemicals, Research
- _____ 120 Boats, Motors, and Marine and Wildlife Supplies
- _____ 125 Bookbinding Supplies
- _____ 135 Bricks and Other Clay Products, Refractory Materials, and Stone
Products
- _____ 140 Broom, Brush, and Mop Manufacturing Machinery and Supplies
- _____ 145 Brushes (Not Otherwise Classified)
- _____ 150 Builder's Supplies
- _____ 155 Buildings and Structures: Fabricated and Prefabricated
- _____ 160 Butcher Shop and Meat Processing Equipment
- _____ 165 Cafeteria and Kitchen Equipment, Commercial
- _____ 175 Chemical Laboratory Equipment and Supplies
- _____ 180 Chemical Raw Materials (In Large Quantities Primarily for
Manufacturing Janitorial and Laundry Products)
- _____ 190 Chemicals and Solvents, Commercial (In Bulk)
- _____ 192 Cleaning Compositions, Detergents, Solvents, and Strippers-
Prepackaged
- _____ 193 Clinical Laboratory Reagents and Tests (Blood Grouping, Diagnostic,
Drug Monitoring, etc.)
- _____ 195 Clocks, Timers, Watches, and Jeweler's, and Watchmaker's Tools and
Equipment
- _____ 200 Clothing, Apparel, Uniforms, and Accessories
- _____ 204 Computer Hardware and Peripherals for Microcomputers
- _____ 206 Computer Hardware and Peripherals for Mini and Main Frame
Computers
- _____ 207 Computers Accessories and Supplies
- _____ 208 Computer Software for Microcomputers (Preprogrammed)
- _____ 209 Computer Software for Mini and Mainframe Computers (Preprogrammed)
- _____ 210 Concrete and Metal Culverts, Piliings, Septic Tanks, Accessories and
Supplies
- _____ 220 Controlling. Indicating, Measuring, Monitoring, and Recording
Instruments and Supplies
- _____ 225 Coolers, Drinking Water (Water Fountains)
- _____ 232 Crafts, General
- _____ 233 Crafts, Specialized
- _____ 240 Cutlery, Dishes, Flatware, Glassware, Trays, Utensils, and Supplies
- _____ 245 Dairy Equipment and Supplies
- _____ 250 Data Processing Cards and Paper
- _____ 255 Decals and Stamps
- _____ 260 Dental Equipment and Supplies
- _____ 265 Draperies, Curtains, and Upholstery Material (Including Automobile)
- _____ 269 Drugs and Pharmaceuticals
- _____ 271 Drugs, Pharmaceuticals, and Sets (For Large-Volume Parenteral
Administration, Infusion, Irrigation, and Tube Feeding)
- _____ 280 Electrical Cables and Wires (Not Electronic)
- _____ 285 Electrical Equipment and Supplies (Except Cable and Wire)
- _____ 287 Electronic Components, Replacement Parts, and Accessories:
Miscellaneous Electronic Equipment (Not for Testing or Analyzing
See 730)
- _____ 290 Energy Collecting Equipment and Accessories: Solar and Wind
- _____ 295 Elevators and Escalators, Building Type
- _____ 305 Engineering Equipment, Surveying Equipment, Drawing Instruments,
and Supplies
- _____ 310 Envelopes, Plain or Printed
- _____ 315 Epoxy Based Formulations for Adhesives, Coatings, and Related Agents
- _____ 318 Fare Collection Equipment and Supplies
- _____ 320 Fastening, Packaging, Strapping, Tying Equipment and Supplies
- _____ 325 Feed, Bedding, Vitamins and Supplements for Animals (See Class 875
for Drugs and Pharmaceuticals for Animals)
- _____ 330 Fencing
- _____ 335 Fertilizers and Soil Conditioners
- _____ 340 Fire Protection Equipment and Supplies
- _____ 345 First Aid and Safety Equipment and Supplies (Except Nuclear and
Welding)
- _____ 350 Flags, Flag Poles, Banners, and Accessories
- _____ 360 Floor Covering, Floor Covering Installation and Removal Equipment,
and Supplies
- _____ 365 Floor Maintenance Machines, Parts, and Accessories
- _____ 370 Food Processing and Canning Equipment and Supplies
- _____ 375 Foods: Bakery Products (Fresh)
- _____ 380 Foods: Dairy Products (Fresh)
- _____ 385 Foods, Frozen
- _____ 390 Foods: Perishable
- _____ 393 Foods: Staple Grocery and Grocer's Miscellaneous Items
- _____ 395 Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms,
And Folders for Forms
- _____ 400 Foundry Castings, Equipment, and Supplies
- _____ 405 Fuel, Oil, Grease and Lubricants
- _____ 410 Furniture: Health Care and Hospital Facility
- _____ 415 Furniture: Laboratory
- _____ 420 Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge,
School
- _____ 425 Furniture: Office
- _____ 430 Gases, Containers, Equipment: Laboratory, Medical, and Welding
- _____ 435 Germicides, Cleaners, and Related Sanitation Products
for Health Care Personnel
- _____ 440 Glass and Glazing Supplies
- _____ 445 Hand Tools (Powered and Non-Powered), Accessories and Supplies
- _____ 450 Hardware and Related Items
- _____ 460 Hose, Accessories, and Supplies: Industrial, Commercial, and Garden
- _____ 465 Hospital and Surgical Equipment, Instruments, and Supplies
- _____ 470 Hospital and Handicap Equipment, and Supplies: Mobility, Speech
Impaired, and Restraint Items
- _____ 475 Hospital, Surgical, and Related Medical Accessories and Sundry Items
- _____ 485 Janitorial Supplies, General Line
- _____ 490 Laboratory Equipment and Accessories (For General Analytical And
Research Use): Nuclear, Optical, and Physical
- _____ 493 Laboratory Equipment and Accessories: Biochemistry, Chemistry,
Environmental Science, etc.
- _____ 495 Laboratory and Field Equipment and Supplies: Biology, Botany,
Geology, Microbiology, Zoology, etc.
- _____ 500 Laundry and Dry Cleaning Equipment, Accessories, Parts and
Supplies - Commercial
- _____ 505 Laundry and Dry Cleaning Compounds and Supplies
- _____ 510 Laundry Textiles and Supplies
- _____ 515 Lawn Maintenance Equipment, Accessories, and Parts
(Non- Agricultural Applications)
- _____ 520 Leather and Related Equipment, Products, Accessories, and Supplies
- _____ 525 Library and Archival Equipment, Machines, and Supplies.
- _____ 530 Luggage, Brief Cases, Purses and Related Items
- _____ 540 Lumber and Related Products
- _____ 545 Machinery and Hardware, Industrial
- _____ 550 Markers, Plaques and Traffic Control Devices
- _____ 555 Marking and Stenciling Devices
- _____ 556 Mass Transportation - Transit Bus
- _____ 557 Mass Transportation - Transit Bus Accessories and Parts
- _____ 558 Mass Transportation - Rail Vehicles and Systems
- _____ 559 Mass Transportation - Rail Vehicle Parts and Accessories
- _____ 560 Material Handling and Storage Equipment and Allied Items
- _____ 565 Mattress Manufacturing Machinery and Supplies
- _____ 570 Metals: Bars, Plates, Rods, Sheets, Strips. Structural Shapes,
Tubing, and Fabricated Items

NIGP Commodity List

Please place a checkmark by the class(es) you are interested in supplying.

<input type="checkbox"/> 575	Microfiche and Microfilm Equipment, Accessories, and Supplies	<input type="checkbox"/> 875	Veterinary Equipment and Supplies (See Class 325 for Vitamins and Supplements for Animals)
<input type="checkbox"/> 578	Miscellaneous Products	<input type="checkbox"/> 880	Visual Education Equipment and Supplies (Except Projection Lamps - See Class 285)
<input type="checkbox"/> 580	Musical Instruments, Accessories, and Supplies	<input type="checkbox"/> 885	Water and Wastewater Treating Chemicals
<input type="checkbox"/> 590	Notions and Related Sewing Accessories and Supplies	<input type="checkbox"/> 890	Water Supply, Groundwater, and Sewage Treatment Equipment (Not for Air Conditioning, Steam Boiler, or Laboratory Reagent Water)
<input type="checkbox"/> 595	Nursery Stock, Equipment, and Supplies	<input type="checkbox"/> 895	Welding Equipment and Supplies
<input type="checkbox"/> 600	Office Machines, Equipment, and Accessories	<input type="checkbox"/> 898	X-Ray and Other Radiological Equipment and Supplies (Medical)
<input type="checkbox"/> 605	Office Mechanical Aids, Small Machines, and Apparatuses	<input type="checkbox"/> 905	Aircraft Operations Services
<input type="checkbox"/> 610	Office Supplies: Carbon Paper and Ribbons, All Types	<input type="checkbox"/> 906	Architectural Services, Professional
<input type="checkbox"/> 615	Office Supplies, General	<input type="checkbox"/> 907	Architectural and Engineering Services, Non-Professional
<input type="checkbox"/> 620	Office Supplies: Erasers, Inks, Leads, Pens, Pencils, etc.	<input type="checkbox"/> 908	Bookbinding, Rebinding, and Repairing
<input type="checkbox"/> 625	Optical Equipment, Accessories, and Supplies	<input type="checkbox"/> 909	Building Construction Services, New
<input type="checkbox"/> 630	Paint, Protective Coatings, Varnish, Wallpaper, and Related Products	<input type="checkbox"/> 910	Building Maintenance and Repair Services
<input type="checkbox"/> 635	Painting Equipment and Accessories	<input type="checkbox"/> 912	Construction Services, General
<input type="checkbox"/> 640	Paper and Plastic Products, Disposable	<input type="checkbox"/> 913	Construction Services, Heavy
<input type="checkbox"/> 645	Paper (For Office and Print Shop Use)	<input type="checkbox"/> 914	Construction Services, Trade (New Construction)
<input type="checkbox"/> 650	Park, Playground, Recreational Area and Swimming Pool Equipment	<input type="checkbox"/> 915	Communications and Media Related Services
<input type="checkbox"/> 652	Personal Hygiene and Grooming Equipment and Supplies	<input type="checkbox"/> 918	Consulting Services
<input type="checkbox"/> 655	Photographic Equipment and Supplies (Not including Graphic Arts, Microfilm, and X-Ray)	<input type="checkbox"/> 920	Data Processing Services and Software
<input type="checkbox"/> 658	Pipe and Tubing	<input type="checkbox"/> 924	Educational Services
<input type="checkbox"/> 659	Pipe and Tubing Fittings	<input type="checkbox"/> 925	Engineering Services, Professional
<input type="checkbox"/> 660	Pipes, Tobaccos, Smoking Accessories; Alcoholic Beverages	<input type="checkbox"/> 926	Environmental and Ecological Services
<input type="checkbox"/> 665	Plastics, Resins, Fiberglass: Construction, Forming, Laminating, and Molding Equipment, Accessories, and Supplies	<input type="checkbox"/> 928	Equipment Maintenance, Reconditioning and Repair Services for Automobiles, Trucks, Trailers, Transit Buses and Other Vehicles
<input type="checkbox"/> 670	Plumbing Equipment, Fixtures, and Supplies	<input type="checkbox"/> 929	Equipment Maintenance, Reconditioning, and Repair Services - Agricultural, Heavy Industrial Equipment, and Marine Equipment
<input type="checkbox"/> 675	Poisons: Agricultural and Industrial	<input type="checkbox"/> 931	Equipment Maintenance, Reconditioning, and Repair Services - Appliance, Athletic, Cafeteria, Furniture, Musical Instruments, and Sewing Equipment
<input type="checkbox"/> 680	Police Equipment and Supplies	<input type="checkbox"/> 934	Equipment Maintenance, Reconditioning, and Repair Services - Laundry, Lawn, Painting, Plumbing, and Spraying Equipment
<input type="checkbox"/> 685	Poultry Equipment and Supplies	<input type="checkbox"/> 936	Equipment Maintenance, Reconditioning, and Repair Services - General Equipment
<input type="checkbox"/> 690	Power Generation Equipment, Accessories, and Supplies	<input type="checkbox"/> 938	Equipment Maintenance, Reconditioning, and Repair Services - Hospital, Laboratory, and Testing Equipment
<input type="checkbox"/> 691	Power Transmission Equipment - Electrical, Mechanical, Air, and Hydraulic	<input type="checkbox"/> 939	Equipment Maintenance, Reconditioning, and Repair Services - Office, Photographic, and Radio/Television Equipment
<input type="checkbox"/> 700	Printing Plant Equipment and Supplies (Except Papers)	<input type="checkbox"/> 940	Equipment Maintenance, Repair, Construction, and Related Services - Railroad
<input type="checkbox"/> 710	Prosthetic Devices, Hearing Aids, Auditory Testing Equipment, Electronic Reading Devices, etc.	<input type="checkbox"/> 941	Equipment Maintenance, Reconditioning, Repair, and Related Services - Power Generation
<input type="checkbox"/> 715	Publications and Audiovisual Materials (Prepared Materials Only, Not Equipment, Supplies, or Production)	<input type="checkbox"/> 945	Fishing, Hunting, Trapping, Game Propagation, and Related Services
<input type="checkbox"/> 720	Pumping Equipment and Accessories	<input type="checkbox"/> 946	Financial Services
<input type="checkbox"/> 725	Radio Communication, Telephone, and Telecommunication Equipment, Accessories, and Supplies	<input type="checkbox"/> 947	Forestry Services
<input type="checkbox"/> 730	Radio Communication and Telecommunication Testing, Measuring, and Analyzing Equipment, Accessories and Supplies	<input type="checkbox"/> 948	Health Related Services (For Human Services See Class 952)
<input type="checkbox"/> 735	Rags, Shop Towels, and Wiping Cloths	<input type="checkbox"/> 952	Human Services
<input type="checkbox"/> 740	Refrigeration Equipment and Accessories	<input type="checkbox"/> 953	Insurance, All Types
<input type="checkbox"/> 745	Road and Highway Building Materials (Asphaltic)	<input type="checkbox"/> 954	Laundry and Dry Cleaning Services
<input type="checkbox"/> 750	Road and Highway Building Materials (Not Asphaltic)	<input type="checkbox"/> 956	Library Services (See Class 908 for Bookbinding, Rebinding, and Repairing)
<input type="checkbox"/> 755	Road and Highway Equipment and Parts: Asphalt and Concrete Handling and Processing	<input type="checkbox"/> 959	Marine Construction Services; Marine Equipment Maintenance and Repair; Related Marine Services
<input type="checkbox"/> 760	Road and Highway Equipment: Earth Handling, Grading, Moving, Packing, etc.	<input type="checkbox"/> 961	Miscellaneous Professional Services
<input type="checkbox"/> 765	Road and Highway Equipment (Except Asphalt, Concrete, and Earth Handling Equipment in Classes 755 and 760)	<input type="checkbox"/> 962	Miscellaneous Services
<input type="checkbox"/> 770	Roofing	<input type="checkbox"/> 964	Personnel, Temporary (Employment Agency Services)
<input type="checkbox"/> 775	Salt (Sodium Chloride) (See Class 393 for Table Salt)	<input type="checkbox"/> 965	Printing Preparations: etching, Photoengraving, and Preparation of Mats, Negatives and Plates
<input type="checkbox"/> 780	Scales and Weighing Apparatus (See 175-08 for Laboratory Balances)	<input type="checkbox"/> 966	Printing and Related Services
<input type="checkbox"/> 785	School Equipment and Supplies	<input type="checkbox"/> 968	Public Works and Related Services
<input type="checkbox"/> 790	Seed, Sod, Soil, and Inoculants	<input type="checkbox"/> 971	Real Property Rental or Lease
<input type="checkbox"/> 795	Sewing Room and Textile Machinery, and Accessories	<input type="checkbox"/> 975	Rental or Lease Services of Equipment - Agricultural, Aircraft, Automotive, Heavy Equipment, and Marine Equipment
<input type="checkbox"/> 800	Shoes and Boots	<input type="checkbox"/> 977	Rental or Lease Services of Equipment - Appliances, Cafeteria, Film, Furniture, Hardware, Musical, Sewing, and Window and Floor Coverings
<input type="checkbox"/> 801	Signs, Sign Materials, Sign Making Equipment, and Related Supplies	<input type="checkbox"/> 979	Rental or Lease Services of Equipment - Engineering, Hospital, Laboratory, Precision Instruments, Refrigeration, Scales, and Testing Equipment
<input type="checkbox"/> 803	Sound Systems, Components, and Accessories: Group Intercom, Music, Public Address, etc.	<input type="checkbox"/> 981	Rental or Lease of Equipment - General Equipment
<input type="checkbox"/> 805	Sporting Goods, Athletic Equipment and Athletic Facility Equipment	<input type="checkbox"/> 983	Rental or Lease Services of Equipment - Clothing, Janitorial, Laundry, Lawn, Painting, Spraying, and Textile Equipment
<input type="checkbox"/> 810	Spraying Equipment (Except Household, Nursery Plant, and Paint)	<input type="checkbox"/> 984	Rental or Lease Services of Computers, Data Processing, and Word Processing Equipment
<input type="checkbox"/> 815	Steam and Hot Water Fittings, Accessories, and Supplies	<input type="checkbox"/> 985	Rental or Lease Services of Equipment - Office, Photographic, Printing, Radio / Television / Telephone Equipment
<input type="checkbox"/> 820	Steam and Hot Water Boilers and Steam Heating Equipment	<input type="checkbox"/> 988	Roadside, Grounds, Recreational and Park Area Services
<input type="checkbox"/> 825	Stockman Equipment and Supplies	<input type="checkbox"/> 989	Sampling and Sample Preparation Services (For Testing)
<input type="checkbox"/> 830	Tanks (Metal, Wood, and Synthetic Materials): Mobile, Portable, Stationary, and Underground Types	<input type="checkbox"/> 990	Security, Fire, Safety, and Emergency Services
<input type="checkbox"/> 832	Tape (Not Data Processing, Measuring, Optical, Sewing, Sound, or Video)	<input type="checkbox"/> 992	Testing and Calibration Services
<input type="checkbox"/> 840	Television Equipment and Accessories	<input type="checkbox"/> 998	Sale of Surplus & Obsolete Items
<input type="checkbox"/> 845	Testing Apparatus and Instruments (Not for Electrical or Electronic Measurements)		
<input type="checkbox"/> 850	Textiles, Fibers, Household Linens, and Piece Goods		
<input type="checkbox"/> 855	Theatrical Equipment and Supplies		
<input type="checkbox"/> 860	Tickets, Coupon Books, Sales Books, Strip Books, etc.		
<input type="checkbox"/> 863	Tires and Tubes		
<input type="checkbox"/> 864	Train Controls, Electronic		
<input type="checkbox"/> 865	Twine		
<input type="checkbox"/> 870	Venetian Blinds, Awnings, and Shades		