

# Douglas Unified School District #27

Administrative Offices · 1132 12<sup>th</sup> Street, Douglas, Arizona 85607 (520) 364-2447 · Fax: (520) 224-2427

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**Sheila A. Rogers**  
Superintendent

**Denise Evans**  
Business Manager

**Gloria "Bonnie" Lopez**  
Assistant Superintendent

## Vendor Information Form

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

WEB ADDRESS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_ TAX RATE: \_\_\_\_\_

CATEGORY NUMBER:

DESCRIPTION:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please include two business cards of your representative that includes your company's name, address, phone number, and fax number. Also, fax a completed W-9 form with this form. If you prefer, you can e-mail this form, business cards and W-9 form to Barbi Escarcega at [bescarcega@dusd.k12.az.us](mailto:bescarcega@dusd.k12.az.us). The above information must be your best effort to include any information that would help the Purchasing Department in making your company one of our registered bid vendors.

Remember that it is **your** responsibility to keep your information current.

DOUGLAS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

Douglas Unified School District #27 does not discriminate against any individual on the basis of race, color, religion, sex, age, disability or national origin in its educational and employment practices or programs.

El Distrito Escolar #27 de Douglas no discriminara a ninguna persona por motivos de raza, color, religión, sexo, edad, discapacidad u origen nacional en sus centros de enseñanza y las prácticas de empleo o programas.

## DUSD Commodity Category Listings

Use these codes to categorize the product and/or service your company provides.

### Categories for Products and/or Services

100	<b>AC/Heating – Evap</b>	705	Sales/Repairs
101	Equipment	750	<b>Auditorium</b>
102	Filters	751	Curtains
103	Service	752	Furniture
104	Supplies	800	<b>Automotive</b>
200	<b>Aggregate Products</b>	801	Batteries
201	Asphalt	802	Brakes
202	ABC	803	Engines
203	Concrete – 2000, 2500 psi	804	Repairs
204	Sand	805	Supplies/Parts
205	Rock – ¾ minus	806	Tools
206	Pea Gravel	807	Air Conditioning Repairs
207	Mortar	808	Transmission Repairs – Rebuild
300	<b>Alarms-Intercom, Fire Security</b>	809	Upholstery
301	Extinguishers, sales, refills, inspection	810	Washer Equipment
302	Installation	811	Windshield Repair
303	Maintenance/Repairs	812	Towing & Transport
400	<b>Appliances</b>	900	<b>Bathroom Partitions &amp; Accessories</b>
401	Commercial	950	<b>Building Contractors</b>
402	Large	1000	<b>Building Maintenance/Sales/Service</b>
403	Small	1001	Awnings
404	Ice Machines – Sales & Service	1002	Backflow
500	<b>Art</b>	1003	Cabinets
501	Equipment	1004	Ceiling Tiles
502	Supplies	1005	Doors
600	<b>Athletics</b>	1006	Glass/Plastic
601	Bleachers	1007	Hardware
602	Clothing/Uniforms-teams	1008	Foam Roofing
603	Equipment	1009	Lighting
604	Playground Equipment	1010	Locks
605	Supplies – Balls, Bats, Nets, etc.	1011	Lumber/Wood
700	<b>Audio Visual</b>	1012	Block/Brick
701	Projection Screens	1013	Metal
702	TV	1014	Paint
703	VCR	1015	Plumbing Service/Supply
704	Supplies – Bulbs, Laminating Film	1016	Other

1100	<b>Blueprinting</b>	1750	<b>Embroidery</b>
1101	Copies – Square Foot	1751	Shirts
1150	<b>Bookcases</b>	1752	Hats
1151	Wood	1800	<b>Engraving</b>
1152	Metal	1801	Awards
1160	<b>Bulletin/Wipe Boards</b>	1802	Trophies
1170	<b>Bus</b>	1803	Medals
1171	Broker	1804	Name Tags
1172	Charter	1805	Name Plates
1173	Used	1900	<b>Fencing</b>
1200	<b>Cafeteria</b>	1901	Installation
1201	Equipment – Large	1902	Materials – Chain & Block
1202	Equipment – Small	1903	Rentals
1203	Mild Coolers	1950	<b>File Cabinets</b>
1300	<b>Communication Equipment</b>	1952	Lateral Cabinets
1301	Motorola Two Way Radio Sales	1953	Upright Cabinets
1302	Motorola Two Way Radio Service	1954	Plan Cabinets
1400	<b>Computer</b>	2000	<b>Flooring</b>
1401	Components	2001	Tile
1402	Printers	2002	Carpet
1403	Printer Supplies – Toner, Ribbon	2003	Baseboard
1404	Furniture	2100	<b>Food Service Supplies</b>
1405	Repairs	2101	Bread
1406	Software	2102	Dairy
1407	Supplies	2103	Equipment – Large
1408	Peripheral	2104	Equipment – Small: mixes, blenders, etc.
1409	LCD Panels	2105	General Commodities
1410	Projection Equipment	2106	Tools
1411	Memory	2107	Produce
1430	<b>Construction</b>	2140	<b>Fuel</b>
1450	<b>Custodial</b>	2150	<b>Furniture</b>
1451	Chemicals	2151	Chairs – Student
1452	Equipment	2152	Chairs – Teacher
1453	Services	2153	Desks – Student
1454	Supplies	2154	Desks – Teacher
1455	Training	2155	Other
1500	<b>Drinking Fountains</b>	2160	<b>General Merchandise</b>
1600	<b>Educational Supplies</b>	2200	<b>Grounds</b>
1601	Math	2201	Grass Seed
1602	Science	2202	Plants
1603	Staff Development	2203	Trees
1604	Teaching Aids	2204	Chemicals/Fertilizer
1700	<b>Electrical &amp; Electronic</b>	2205	Golf Carts
1701	Equipment	2206	Golf Carts – Parts
1702	Parts	2207	Golf Carts – Repairs
1703	Services	2208	Irrigation System Parts

2209	Equipment	2851	DJ Services
2210	Tools	2852	Balloons
2211	Sharpening	2853	Decorations
2212	Weed Control	2854	Formal Wear
2213	Pest Control	2855	Limousine
<b>2300</b>	<b>Home Ec</b>	2856	Other
2301	Supplies – Kitchen	<b>2900</b>	<b>Photography</b>
<b>2302</b>	<b>Food Service Supplies</b>	2901	Developing
2303	Materials	2902	Equipment – Camera & Accessories
2304	Other	2903	Supplies
<b>2400</b>	<b>Library</b>	<b>2950</b>	<b>Playground Equipment</b>
2401	Supplies – Tape, Jackets, etc.	<b>2975</b>	<b>Pool Equipment</b>
2402	Equipment, Carts, etc.	2976	Supplies
2403	Furniture	2977	Pumps
2404	Books – Hardback	<b>3000</b>	<b>Printing</b>
2405	Books – Used	3001	Silk Screening
2406	Books – Paperback	3002	Raised Business Cards
2407	Books – Text	3003	Forms
<b>2500</b>	<b>Medical</b>	3004	Offset
2501	Equipment	3005	Equipment
2502	Supplies	<b>3050</b>	<b>Professional Services</b>
2503	Services – Calibrating, Drug Testing, Physicals, Audiologist	3051	Dental Insurance
<b>2600</b>	<b>Music</b>	3052	Life Insurance
2601	Instruments	3053	Health Insurance
2602	Piano/Organ Sales	3054	Legal
2603	Tuning	3055	Program Managers
2604	Instrument Repair	3056	Architects
2605	Sheet Music	3057	Consultants
2607	Uniforms	3058	Employee Benefit TPA
<b>2650</b>	<b>Office Supplies</b>	3059	Therapists
<b>2700</b>	<b>Office Machines</b>	3060	Psychologists
2701	Cash Registers	3061	Computer Consultants
2702	Postage Machine – Sales & Service	3062	Network Consultants
2703	Supplies – Tape, Ribbon, etc.	3063	Title One Consultants
2704	Typewriter Repairs	3064	Grant Writer Consultants
2705	Time Clock – Sales & Service	<b>3100</b>	<b>Rentals</b>
2706	Fax	3101	Backhoes
<b>2800</b>	<b>Paper</b>	3102	Compressors
2801	Fine Bond	3103	Ditchwitch
2802	Geo Paper	3104	Jack Hammer
2803	NCR	3105	Scissor Lifts
2804	AstroBrights	3106	Tractors
2805	Cover Stocks	3107	Trencher
2806	Card Stock	3108	Walk-behind Concrete Saw
2807	Photo Quality	<b>3200</b>	<b>Safety</b>
<b>2850</b>	<b>Party/Prom Items</b>	3201	Equipment

3202	Supplies			
<b>3300</b>	<b>Science</b>			
3301	Chemical			
3302	Equipment			
3303	Supplies			
3304	Animals-Small			
3305	Fish			
3306	Aquariums			
<b>3400</b>	<b>Septic Tanks</b>			
3401	Sewers			
3402	Traps			
3403	Cleanout			
<b>3500</b>	<b>Signage/Flags</b>			
3501	Directional			
3502	Informational			
3503	Banners			
<b>3600</b>	<b>Special Education</b>			
3601	Equipment			
3602	Supplies			
3603	Programs			
<b>3700</b>	<b>Time Clocks</b>			
3701	Sales			
3702	Service			
3703	Repairs			
<b>3800</b>	<b>Tires</b>			
3801	New Retreads			
3802	Repairs			
3803	Supplies			
<b>3900</b>	<b>Tools</b>			
3901	Hand			
3902	Power			
<b>4000</b>	<b>Trophies</b>			
<b>4100</b>	<b>Visual Communications</b>			
4102	Boards			
4103	Trophy Cases			
4104	Supplies			
<b>4200</b>	<b>Water</b>			
4201	Bottled			
4202	Equipment			
4203	Softener			
4204	Supplies			
<b>4250</b>	<b>Waste Services</b>			
<b>4260</b>	<b>Welding</b>			
4261	Equipment			
4263	Supplies			
<b>4300</b>	<b>Other Commodities</b>			