

December 15, 2009

Dear Current or Prospective Supplier:

We are in the process of updating our vendor information and need your assistance. Please complete the accompanying vendor application form and return it to us at your earliest convenience. Although you may have filled out a similar form in the past, our internal list is being updated and we want to be sure we have your current information.

The information from the vendor application will be shared with employees of the Wake County Public School System and will be used as a reference for doing business with vendors when commodities or services are needed. This does not mean we are doing business with you. This is for in-house use only so our employees can view a list of a variety of vendors and the commodities they carry and/or services they provide.

If WCPSS decides to do business with your company, a separate vendor information form will be sent to you to be filled out and returned, if you are not already a vendor with our school system.

Thank you for your cooperation, time, and effort with this as we continue to find ways to improve our record-keeping and storage of information.

Brian A. Martin

Purchasing Operations Manager

**WAKE COUNTY PUBLIC SCHOOL SYSTEM  
VENDOR APPLICATION  
(PLEASE PRINT)**

**VENDOR NAME**\_\_\_\_\_

**ADDRESS**\_\_\_\_\_

**CITY/STATE**\_\_\_\_\_

**ZIP CODE**\_\_\_\_\_

**CONTACT PERSON**\_\_\_\_\_

**PHONE NUMBER**\_\_\_\_\_

**FAX NUMBER**\_\_\_\_\_

**E-MAIL**\_\_\_\_\_

**SUPPLIES OR SERVICES YOU PROVIDE:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**ARE YOU A HUB VENDOR CERTIFIED BY THE STATE OF NC?**

**YES**\_\_\_\_\_

**NO**\_\_\_\_\_

**Please return this form to the WCPSS Purchasing Department**

**Mailing Address**

**Wake County Public School System  
Purchasing Department  
1551 Rock Quarry Road  
PO Box 28041  
Raleigh, NC 27611-8041**

**Fax #: 919-856-8107**