

Washburn University

VENDOR REGISTRATION APPLICATION

Instructions: The Vendor Registration Application form will provide Washburn University with information about you as a vendor. Please complete the form and return it to the Washburn University Purchasing Office either by fax or email. If you have multiple business locations, please complete a separate form for each location. Please call (785) 670-2333 if you have questions.

Company Name _____

Alternate Name (dba) _____

Address _____

City _____ **State** _____ **Zip** _____

Contact Person _____ **Email Address** _____

Phone _____ **Toll-Free** _____ **Fax** _____

Website _____ **Federal ID or Social Security #** _____

Corporate Office location _____

Business Type: _____ **Do you accept VISA?** **Yes** **No**

DUNS #: _____

Major items we sell ---Commodity

Washburn University
Purchasing Office
Morgan Hall Rm 214
1700 SW College Ave
Topeka, Ks 66621
Phone: (785) 670-2333
Fax: (785) 670-1114