



City of Airway Heights

Finance Department
1208 S. Lundstrom St.
Airway Heights, WA 99001
Tel. (509) 244-5578
Fax (509) 244-3413

VENDOR LIST APPLICATION FORM

RCW 39.04.190 and the Airway Heights Municipal Code, Section 2.60.030, authorize the purchase of materials, supplies, equipment, and services without advertising and competitive bidding for purchases between \$7,500 and \$15,000. Using the Vendor List process the City shall obtain written and/or telephone quotations from 3 or more vendors on the City's Vendor List. If you want to be included on the City of Airway Heights Vendor List please complete the following. Approval grants each vendor 2 years to be on the official vendor list, after which it is the vendor's responsibility to re-submit.

Please print or type

Send completed form to City of Airway Heights, Finance Department, 1208 S. Lundstrom St., Airway Heights, WA 99001. Forms can also be faxed to: (509) 244-3413 or emailed to Brenda Gladden at bgladden@cawh.org. For any additional questions, you can call (509) 244-9689.

Business Information

Business Name: _____

DBA: _____

Business Mailing Address: _____

Business Remittance Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Washington State UBI: _____ W-9 SSN/EIN Number: _____

	Supplies	Equipment	Services
Police	_____	_____	_____
Fire	_____	_____	_____
Parks and Rec	_____	_____	_____
Streets	_____	_____	_____
Water	_____	_____	_____
Sewer	_____	_____	_____
Information Technology	_____	_____	_____
Telecommunications	_____	_____	_____
Other (Not Listed Above)	_____	_____	_____

(Please write a very brief description of the type of commodities in the appropriate field above)

I acknowledge that the above information is correct and true to the best of my knowledge.

Office Use Only:

Vendor Acc: _____ W-9 On File Entered By: _____ Date: _____

Signature

Print Name

Date

Office Use Only:

Vendor Acc: _____ W-9 On File Entered By: _____ Date: _____