

## VENDOR PACKET CHECKLIST

1. REVIEW:

- Welcome Letter
- Vendor Application
- Contractor Requirements for public works projects including maintenance
- Insurance Requirements for vendors providing onsite or contract services
- Purchase Order Terms and Conditions

2. COMPLETE AND RETURN:

- Vendor Application (fillable PDF)
- Federal Tax Form W-9
- CA Tax Form(s) – 590, 587, 588, 589 as applicable
- Insurance Certificate

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

**RETURN THE FOLLOWING DOCUMENTS VIA EMAIL, MAIL OR FAX:**

- Application     W-9     CA Tax Form(s)     Insurance

Email – [lrcdpurchase@losrios.edu](mailto:lrcdpurchase@losrios.edu)  
Mail – 1919 Spanos Court, Sacramento, CA 95825  
Fax – (916) 568-3145