Southern Methodist University
Department of Purchasing

Dear Vendor:

We request a Vendor Registration Form on all companies doing business with Southern Methodist University (SMU). If you are a minority firm, please indicate on the Vendor Registration Form and complete the Certification Statement. You may also attach copies of any certificates or certification that you have.

Please submit the completed forms to the following fax, e-mail or address:

Fax:	214-768-4860
E-Mail:	drozier@smu.edu
Mailing Address:	Purchasing Department Attn: Deborah Rozier P.O. Box 750416 Dallas, Texas 75275-0416

If you have any questions about the **Vendor Registration Form** please contact Deborah Rozier at 214-768-3852.

Sincerely,

Shannon Brown
Director of Purchasing
Southern Methodist University
Dallas, Texas 75275
214-768-4909

VENDOR NUMBER: (SMU Use Only)	

VENDOR REGISTRATION FORM

INSTRUCTIONS:	Complete the highlighted sections of this form. Return to the SMU - Purchasing Department by either e-mail, fax or mail.		
RETURN FORM TO:	Southern Methodist University Purchasing Department PO Box 750416 Dallas, TX 75275-0416	**E-Mail To >>>**	**drozier@mail.smu.edu**
		Fax To >>>	**214-768-4286**
		Attn >>>	**Deborah Rozier**

Vendor Name:			
Address:			
Telephone:		**Fax:**	
Pager or Cell:		**E-Mail:**	
Web Site:			
Vendor Contacts:			

Type Of Operation:		Manufacturing		Retailer
		Distributor		Wholesaler
		Service		Other:

Classification of Business:		Corporation - Metroplex		Small Minority Women Owned - Metroplex
		Corporation - Out of State		Small Minority Women Owned - Out of St
		Corporation - Texas		Small Minority Women Owned - Texas
		Small Business - Metroplex		Minority - Owned - Metroplex
		Small Business - Out of State		Minority - Owned - Out of State
		Small Business - Texas		Minority - Owned - Texas
		Small Minority Owned - Metroplex		Minority Women Owned - Metroplex
		Small Minority Owned - Out of State		Minority Women Owned - Out of State
		Small Minority Owned - Texas		Minority Women Owned - Texas
		Small Women Owned - Metroplex		Women Owned - Metroplex
		Small Women Owned - Out of State		Women Owned - Out of State
		Small Women Owned - Texas		Women Owned - Texas
		Other >>>		

Annual Sales Volume:		**# of Employees:**		**Date Established:**	

Product/Service Information:	

Banking Reference:	

Customer References:	1	
	2	
	3	

Submitted By:		Title:	Date:
Signature:			

Southern Methodist University

SMALL BUSINESSES, SMALL DISADVANTAGED BUSINESSES AND WOMEN-OWNED BUSINESS CONCERNS

CERTIFICATION STATEMENT

If you have certified that your company qualifies as a Small Business, Small Disadvantaged and/or Women-Own Small Business Concern under the above representations, please identify your company by name and address; indicate the group(s) under which you qualify; and whether Southern Methodist University has approval to release the information contained in this certification to government agencies and/or other business/organizations. Please attach certificate if certified.

Company Name:	
Company Address:	

Percentage of Minority and/or Women Ownership:

	White, Non-Hispanic		Asian or Pacific Islander
	Black, Non-Hispanic		American Indian or Alaskan Native
	Hispanic, Mexican		Other:
	Hispanic, Other		

	Yes	Information regarding our status as a Minority-Owned Business Enterprise (MBE) and/or Women-Owned Business Enterprise (WBE) may be released to government agencies.
	No	

	Yes	Information regarding our status as a Minority-Owned Business Enterprise (MBE) and/or Women-Owned Business Enterprise (WBE) may be released to other businesses/organizations.
	No	

The undersigned recognizes that this certification shall be incorporated by SMU (Southern Methodist University) in all pre-existing and any future contracts.

If there is a change in status which affects the information provided in this certification, the undersigned agrees to provide notice of the change to SMU (Southern Methodist University) within ten (10) days after said change.

The undersigned recognizes that, pursuant to 15 U.S.C. 645 (d), any person who misrepresents a firm's status shall be subject to punishment by imposition of a fine, imprisonment, or both; imposition of administrative remedies; and/or being rendered ineligible for participation in programs conducted under the authority of the Small Business Act.

Submitted By:		Title:	Date:
Signature:			