

VENDOR REGISTRATION CARD



CAMOSUN COLLEGE
 3100 FOUL BAY ROAD
 VICTORIA, BC V8P 5J2
PURCHASING DEPARTMENT
 PHONE: (250) 370-3044
 FAX: (250) 370-3662

VENDORS PLEASE NOTE: The Purchasing Department is the *only* Department authorized to issue purchase orders and contracts and therefore orders should *never* be taken from any other Department. Please contact the Purchasing Department at the above number if you are asked to fill an order without a Purchase Order Number/College Visa Card. Please embed this information into your ordering system.

FIRM NAME: _____ PAYMENT ADDRESS (if different) _____
 ADDRESS: _____
 CITY/PROV: _____
 POSTAL CODE: _____
 PHONE NUMBER: _____
 FAX NUMBER: _____

Please list the commodities you would like to be considered for (attach a line card if necessary)

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____
- 14 _____
- 15 _____
- 16 _____

CONTACT INFORMATION **PHONE NUMBER**
 Executive/Manager: _____
 Sales Representative: _____
 Expeditor: _____
 Other Contact: _____

TRADE REFERENCES **PHONE NUMBER**
 1. _____
 2. _____
 3. _____
 Other Contact: _____

 If commodities requested include providing on-site services to the College, we require verification of liability insurance and WCB coverage, please provide:
 Insurance Company: _____
 Amount of coverage: _____
 Coverage data: _____
 Phone number & contact person for verification: _____
 WCB Number: _____

The information contained in this form will be used by the Purchasing Department, Camosun College to establish source lists for the purposes of tendering and procuring goods and services for the College.