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www.scps.us

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Subject: Vendor Application Packet (VAP)

To Whom It May Concern:

This packet contains the required forms and instructions in order to become a vendor / contractor / subcontractor in Seminole County Public Schools (or to change your existing vendor record). Please follow the instructions and submit the forms to the appropriate school or department representative requesting your services. Once all documentation is received by the school or department representative, they will forward your information to the Purchasing & Distribution Services Department for approval and processing through the Accounts Payable Department.

Before you submit your request, please read the "Steps to Become a Vendor / Contractor / Sub-Contractor in Seminole County Public Schools," included in the packet.

The following information is required to process your request:

1. Vendor Application Form (Interactive PDF), must be typed
2. W-9 Form (Interactive PDF), must be typed, and match the information on the Vendor Application Form
3. Certificate of Insurance (If Required)
4. For vendor name changes, please provide an official letter (on the acquiring company's letterhead if due to acquisition or merger) stating the name change and the reason for the name change.

All forms must be completely and accurately filled out and all required documents must be included in your submission before we can process your request. Please allow three to five business days for processing your application.

You and/or your employees cannot start the contractor badging process until your vendor application is fully processed and you have received your vendor identification number. For more information regarding the badging process, please click here: <https://www.scps.k12.fl.us/district/departments/purchasing/vendor-info/>.

If you have any questions regarding this letter, please do not hesitate to contact Victoria Gonzalez, Procurement Agent II at 407-320-0262. We appreciate your interest in doing business with Seminole County Public Schools.

Sincerely,

Gregory Long

Gregory Long
Director of Purchasing and Distribution Services

Attachments