



Rensselaer

Purchasing Department

Dear Sir or Madam:

The Purchasing Department would like to set up a net 30 billing account with your company as an active Vendor/Supplier with Rensselaer. At present, we do not have the appropriate certification documents on file. Unless we obtain required information about your organization, no products or services can be procured by Rensselaer from you in the future.

Effective October 1, 1999, a **U.S. Small Business Administration Certification** is required to be classified as a Small Disadvantaged Business, or HUBZone.

In order for the above named business to be listed as a certified vendor in Rensselaer's database, please complete the enclosed Vendor Certification Form and return it to the attention of Dennis Monty, Purchasing Department, at the address listed below. These forms may also be returned by fax to (518) 276-6003 or email to montyd@rpi.edu.

Rensselaer Polytechnic Institute
Attn: Dennis Monty
Purchasing Department
Rice Building 4th Floor
110 Eighth Street
Troy, NY 12180-3590

Your prompt and complete response will enable us to consider your organization for future business and will help ensure timely processing of subsequent orders and payments.

Your cooperation is appreciated. Should you have any questions please call the Purchasing Department at (518) 276-6222.

Rensselaer Polytechnic Institute Vendor Certification Form

Please complete and return to: Fax 518-276-6003, email to montyd@rpi.edu, or send to Rensselaer Polytechnic Institute, Purchasing Department, 4th Floor Rice Building, 110 Eighth St, Troy, New York 12180-3590.

Vendor Legal Name (Required)	DBA
TIN-FEIN (Required)	Social Security Number (if applicable)
Telephone	Fax or email (Required)
Sales Contact	Sales terms (Required)
Legal Mailing Address (Required)	Remittance Address (if different)

REQUIRED: check one that applies:

- 01 Large Business**
- 02 Small Business** A domestic concern which, including its affiliates is independently owned and operated, is not dominant in its field of business, and is qualified as a small business under criteria and size standards promulgated by the Small Business Administration.
- 03 Minority-owned Business** A business which is at least 50% owned (or if publicly owned, of which at least 51% of the stock is owned) by one or more minority individuals.
- 04 Small, Woman-owned Business** A small business as defined above, which is at least 51% owned by a woman or women who are U.S. citizens, and who also control and operate the business.
- 05 Small Disadvantaged Business** A small business as defined above, which is at least 51% owned (or if publicly owned, of which at least 51% of its stock is owned) by one or more minority individuals or other individuals found to be disadvantaged by the Small Business Administration and whose management and daily operations are controlled by such individuals. MUST BE CERTIFIED BY THE U.S. SMALL BUSINESS ADMINISTRATION.

Please check all that apply:

- | | |
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| <ul style="list-style-type: none"> <input type="checkbox"/> 06 Corporation <input type="checkbox"/> 07 Partnership <input type="checkbox"/> 08 Sole Proprietor <input type="checkbox"/> VT Veteran-owned Business <input type="checkbox"/> HZ HubZone and Minority Institutions <input type="checkbox"/> RR Rensselaer Related Having any ties to Rensselaer: Alumni, employee, spouse of employee, etc.
Please desc. affiliation: | <ul style="list-style-type: none"> <input type="checkbox"/> 09 Non-Profit/Not for Profit <input type="checkbox"/> TR City of Troy Business <input type="checkbox"/> DV Service-Disabled Veteran-owned Business <input type="checkbox"/> LL Limited Liability Corporation <input type="checkbox"/> HI Historically Black Colleges and Universities |
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I, being a duly authorized representative of the organization listed above, do hereby certify that the above information is accurate, and we will use our best efforts to submit written notification to Rensselaer in the event of any changes in the information listed on this form.

Authorized Representative's Signature

Title

Date