

KEAN UNIVERSITY
University Purchasing Department
M134, Central Receiving, 1000 Morris Avenue, Union NJ 07083 908/737-5050 FAX 908/737-5055

PLEASE DO NOT FAX W-9 FORMS.
CALL FOR E-MAIL ADDRESS TO PDF FORMS

Dear Sir/Madam,

Thank you for your interest in doing business with Kean University. It is the mission of University Purchasing to provide fair and equal treatment to all suppliers involved in the procurement process. All contracts for the purchase or lease of goods and services are awarded through competitive bidding or negotiation, or through other processes established by University Purchasing.

However, it should be noted by the supplier that NO payment (s) will be made by Kean University for any goods delivered or services rendered unless a valid purchase order (contract) is received by the supplier and that purchase order number appears on the invoice.

Also, in order to update our file of Registered Suppliers and comply with various government reporting regulations, Kean University is requesting that University suppliers complete and return a Supplier Information Form and submit their State of New Jersey Business Registration Certificate. If you are not familiar with this new requirement (no fee), information is available on the State of New Jersey Procurement Website at www.nj.gov/njbgs or on the Treasury Department Hotline – (609)-292-9292). Kean University must have a copy of your Business Registration Certificate, for all purchase orders and bids, in order to do business with your company.

Kean University also needs an original signed W-9 – Request for Taxpayer Identification Number and Certification. Form can be obtained on the State of New Jersey website: www.irs.gov.

Your cooperation will assist us in developing a supplier profile to be used to meet general reporting requirements and assist our buying staff in supplier evaluation and consideration for bid requests. All individual information will be held in the strictest of confidence. **THIS FORM MUST BE COMPLETED AND RETURNED IN ORDER TO BE MAINTAINED ON THE UNIVERSITY BIDDERS LIST.**

Please use the following definitions in completing the questionnaire:

Small Business Enterprises (SBE): A business which is independently owned and operated with 100 or fewer full-time employees.

Minority Business Enterprises (MBE): A business which is at least 51% owned and controlled by a minority (ies). Qualifying groups include:

Black Americans: Persons with origins in any of the black racial groups of Africa

Hispanic Americans: Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture regardless of race.

Portuguese Americans: Person of Portuguese, Brazilian, or other Portuguese culture or origin, regardless of race.

Asian Pacific Americans: Persons with origins in any original peoples of the Far East, Southeast Asia, and Indian Subcontinent, Hawaii, or the Pacific islands.

Native Americans: Persons with origins in any original peoples of North America and who maintains cultural identity through tribal affiliation or community recognition.

Women Business Enterprise (WBE): A business which is at least 51% owned and controlled by a female (s).

Thank you for your assistance and cooperation.

Sincerely,

**George Thorn Jr.
University Purchasing and
Contract Services**