

**PITTSBURG UNIFIED SCHOOL DISTRICT
2000 RAILROAD AVENUE, PITTSBURG, CALIFORNIA 94565**

Dear Vendor:

We recently received a purchase order requisition from one of our school sites/departments and we need to set-up your business in our system.

Please return this document along with a copy of your current W-9 form and fax to:
(925) 473-4203 Accounts Payable Department, or email scanned copy to:

supplierinfo@pittsburg.k12.ca.us

Seller/Supplier Information	
Business Name:	_____
Address:	_____
City, State and Zip Code:	_____
Phone Number:	_____ Fax Number: _____
Customer Service Phone:	_____
Contact/Billing Inquiries Phone:	_____
Contact Email Address:	_____
Type of Business:	_____ In Business Since: _____
Parent Company:	_____ In Business Since: _____
Legal Form Under Which Business Operates (check one):	
<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Other	
Principal Name(s):	_____
Chief Financial Officer :	_____
Remit Address if different than above:	_____

PUSD - Accounts Payable Department accepts emailed invoices to: invoices@pittsburg.k12.ca.us

For Vendors A-J **Kati Mejia 925-473-2309**
kmejia@pittsburg.k12.ca.us

For Vendors K-L **Cari Lange 925-473-2308**
clange@pittsburg.k12.ca.us