CCSD
CLARK COUNTY
SCHOOL DISTRICT

Supplier Contact List Designation Form
Purchasing Department
4212 Eucalyptus Avenue Bldg. 7
Las Vegas, NV 89121
Telephone: (702) 799-5225   Fax: (702) 799-5018

This form provides the Clark County School District with a list of contacts authorized to conduct various business activity on behalf of your company. We can rely on this form until we receive written notice of a change and we have had reasonable time to act on it.

Part 1: Confirm your company details

Name:	
DBA:	
Vendor Number (CCSD Use Only)	
Address	
City, State and Zip Code	
Telephone	
Email	

Part 2: Add or Change contacts

Use this section to add or change principal contact, account representative/manager, accounts receivable and technical contact.

The **principal contact** is the person your company designates as supplier emails and phone calls. They have the authority to add/update company information including bank account information for payments.

An account representative/ manager can request and provide purchase order and invoice transactional data.

An account receivable contact can provide invoices and inquire about payment status.

A technical contact can request file resends and inquire about files names and delivery information, incoming files and system outage and issues.

Principal Contact #1

Name and title: _____

What do you want to do for this contact?   ☐ Add   ☐ Delete

Is the contact's address the same as the company address?   ☐ Yes   ☐ No

Business address		Business phone	
City, State, Zip code		Business email	

Principal Contact #2

Name and title: _____

What do you want to do for this contact?   ☐ Add   ☐ Delete

Is the contact's address the same as the company address?   ☐ Yes   ☐ No

Business address		Business phone	
City, State, Zip code		Business email	

Sales Rep/Account Manager

Name and title: _____

What do you want to do for this contact? ☐ Add ☐ Delete

Is the contact's address the same as the company address? ☐ Yes ☐ No

Business address _____ Business phone _____

City, State, Zip code _____ Business email _____

Accounts Receivable #1

Name and title: _____

What do you want to do for this contact? ☐ Add ☐ Delete

Is the contact's address the same as the company address? ☐ Yes ☐ No

Business address _____ Business phone _____

City, State, Zip code _____ Business email _____

Accounts Receivable #2

Name and title: _____

What do you want to do for this contact? ☐ Add ☐ Delete

Is the contact's address the same as the company address? ☐ Yes ☐ No

Business address _____ Business phone _____

City, State, Zip code _____ Business email _____

Technical Contact

Name and title: _____

What do you want to do for this contact? ☐ Add ☐ Delete

Is the contact's address the same as the company address? ☐ Yes ☐ No

Business address _____ Business phone _____

City, State, Zip code _____ Business email _____