



## **INSTRUCTIONS FOR COMPLETING VENDOR REGISTRATION**

Register with the Metropolitan Tulsa Transit Authority if you are interested in receiving our procurement solicitations. Fill out the vendor registration form and submit it by e-mail, fax or mail/courier to the attention of Procurement and Grants Administrator.

For mail or courier delivery: MTTA  
Procurement and Grants  
P.O. Box 52488  
Tulsa, OK 74152

E-Mail: [info@tulsatransit.org](mailto:info@tulsatransit.org)

Fax: 918-582-5209

Feel free to contact MTTA if you have any questions about our procurement procedures.

**Procurement solicitations are also posted on our website at [tulsatransit.org](http://tulsatransit.org)**



**VENDOR REGISTRATION FORM**

Bidder's Exact Legal Name: \_\_\_\_\_

State of Organization: \_\_\_\_\_ Are you a Disadvantaged Business Enterprise (DBE)? \_\_\_\_\_

Bidder's Type of Legal Entity: (check one)

Sole Proprietorship  Limited Liability Company  Partnership  Limited Liability Partnership  Corporation  Limited Partnership  Other:

Age of firm \_\_\_\_\_

Gross receipts \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Website Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sales contact: Name: \_\_\_\_\_  
Alternate sales contact: Name: \_\_\_\_\_

Street: \_\_\_\_\_ Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Areas of Interest (i.e. product or services offered) Attach pages if necessary.

\_\_\_\_\_  
\_\_\_\_\_

DBE Certified \_\_\_\_\_ BRIDGE Certified \_\_\_\_\_ ODOT SBP Certified \_\_\_\_\_

Authorized Signature Here ► \_\_\_\_\_

Printed Name: \_\_\_\_\_