



# PREFERRED VENDOR APPLICATION

## REQUIREMENTS

**Community Member-owned Businesses** must meet the definition provided in Policy 3-5:

- A properly licensed business established or organized to conduct business on the Community, in which an enrolled member of the Community owns at least 51% of the financial interest in the company. If the company is owned by more than one enrolled member of the Community, the combined ownership interest must be at least 51%. Additionally, at least one of the enrolled member owners must be able to demonstrate active participation in the daily operations, and decision making of the company, and entitlement to at least 51% of the company profits, as evidenced by company documents.

**Native American-owned Businesses** must meet the definition provided in Policy 3-5:

- A properly licensed business established or organized to conduct business on the Community, in which a Native American owns at least 51% of the financial interest in the company. If the company is owned by more than one Native American, the combined ownership interest must be at least 51%. Additionally, at least one of the Native American owners must be able to demonstrate active participation in the daily operations and decision making of the company, and entitlement to at least 51% of the company profits, as evidenced by company documents.

## INSTRUCTIONS

- Complete pages 2 and 3 of this application
- Return completed application and required documents (see page 4) to [finance-purchasing@srpmic-nsn.gov](mailto:finance-purchasing@srpmic-nsn.gov)
- Direct any questions to [finance-purchasing@srpmic-nsn.gov](mailto:finance-purchasing@srpmic-nsn.gov)

## NEXT STEPS

- The Community will review application and may follow up to clarify or request missing information
- You will be interviewed by the Certification Committee to confirm your company meets requirements
- This process can take several weeks from the time we receive your application



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## CONTACT INFORMATION

Name	Phone #
Email	

## BUSINESS INFORMATION

Business Name		Business Type Sole Proprietor Partnership Limited Liability Company Limited Liability Partnership Corporation Other _____
Physical Address		
Mailing Address (if different than physical address)		
Website (if any)	Business Established Date	Number of Employees
Description of Goods and/or Services Provided		
List of License and/or Permits		



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## OWNER INFORMATION

Owner Name			Title	
SRPMIC Tribal ID	Years as Owner	Initial Investment	Percent Owned	Percent of Profit Share
Description of Involvement in Daily Operations				
If Owner or Immediate Family works for SRPMIC, list Department(s) (or N/A)				
List Ownership in Other Businesses Certified for Preference (or N/A)				

## OWNER INFORMATION (ADDITIONAL)

Owner Name			Title	
SRPMIC Tribal ID	Years as Owner	Initial Investment	Percent Owned	Percent of Profit Share
Description of Involvement in Daily Operations				
If Owner or Immediate Family works for SRPMIC, list Department(s) (or N/A)				
List Ownership in Other Businesses Certified for Preference (or N/A)				

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Owner Name			Title	
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## SUPPORTING DOCUMENTS

In order to complete your application, you must attach copies of the following documents. If you cannot satisfy a particular item, attach a letter addressing why that item is missing from the application (e.g., if you have been doing business less than three years and do not have three years of tax returns).

### All Businesses

- SRPMIC Tribal ID for each Community Member owner
- Tax returns for past three years from the applying business
- Relevant licenses and/or Permits
- Federal W-9 form

### Partnerships and Joint Ventures

- Partnership or Joint Venture agreements and any amendments

### LLCs

- Certificate of Formation
- Evidence that business is in good standing with the Corporation Commission
- Operating agreement and any amendments

### Corporations

- Articles of Incorporation (signed by state official)
- Evidence that business is in good standing with the Corporation Commission
- Corporate by-laws and any amendments
- Shareholders' Agreement and any amendments
- List of current shareholders and number of shares owned