

<b>FOR DEPARTMENT USE ONLY</b>
SUPPLIER ID. (If Known )
UPLOAD TO SUPPLIER RECORD IN FISCAL

# PAYEE DATA RECORD SUPPLEMENT GOODS VS. SERVICES

All suppliers doing business with the Department of Parks and Recreation must complete this form.

Vendor Information	
PAYEE'S LEGAL BUSINESS NAME <i>(Type or Print)</i>	TAX ID NUMBER

## Submission Checklist

Upon completion, submit to the requesting department listed in box/section 6 of the attached STD. 204:

- STD. 204, Payee Data Record
- STD. 205, Payee Data Record Supplement (If applicable) (Remit-to Address: different than Mailing, or multiple)
- DPR 88, Payee Data Record Supplement - Goods vs. Services

**Will tangible goods be provided?**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Yes</b><br>Attach:<br><input type="checkbox"/> <i>Seller's Permit (No. _____)</i><br><input type="checkbox"/> <i>Certificate of Registration (No. _____)</i><br><input type="checkbox"/> <b>NO ATTACHMENT NEEDED</b><br><i>- No inventory or sales staff in CA.</i> | <input type="checkbox"/> <b>No</b><br>No additional attachments needed. |
|---|---|

## Certificate of Acceptance

When doing business with the Department of Parks and Recreation I accept and will abide by the State's IT General Provisions or General Provisions Non-IT Commodities, as applicable, located on the internet at:  
[www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Required-Language-for-Solicitations-and-Contracts](http://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Required-Language-for-Solicitations-and-Contracts)

## Authorized Representative - complete and sign (REQUIRED)

AUTHORIZED REPRESENTATIVE'S SIGNATURE 	PRINTED NAME
EXECUTED IN THE COUNTY AND STATE OF	DATE

# DPR 88, PAYEE DATA RECORD SUPPLEMENT (GOODS VS. SERVICES) INSTRUCTIONS

All current and potential vendors/suppliers must have completed **both** the STD. 204 and DPR 88 in its entirety prior to commencing business with the Department of Parks and Recreation (DPR). STD. 205 is optional dependent upon remittance information (see form for details).

## DEPARTMENT INSTRUCTIONS

Send DPR 88, STD. 204 (with section 6 pre-filled on the STD. 204), and STD. 205 to vendor/supplier for completion. Fill in Supplier ID if known in appropriate box in the top, right corner of the DPR 88. Once forms are returned, check for completeness. Resend to vendor/supplier if necessary until all information, signatures and attachments are included.

**Once complete, upload into the FI\$Cal Systems Supplier Record for FI\$Cal review and approval.**

Original forms must be retained in the procurement file at the District/Section level.

## DPR 88 COMPLETION INSTRUCTIONS FOR VENDOR/SUPPLIER

Complete **all** required information and return form to the requesting department listed in Box/Section 6 of the STD. 204.

Upon completion, submit to the requesting department listed in box/section 6 of the attached STD. 204:

- STD. 204, Payee Data Record
- STD. 205, Payee Data Record Supplement (Remit-to Address: multiple or different than mailing Address)
- DPR 88, Payee Data Record Supplement

*check when finished with each form*

**Will tangible goods be provided?**

**Yes** *If yes, complete the appropriate checkbox below*

Attach:

- Seller's Permit (No. \_\_\_\_\_)
- Certificate of Registration (No. \_\_\_\_\_)
- NO ATTACHMENT NEEDED**  
- No inventory or sales staff in CA.

**No** *If no tangible goods provided, skip to Authorized Representative Section.*  
No additional attach

*If you have inventory or sales staff in CA, choose appropriate checkbox, enter permit or certificate no. in space provided, & attach copy of permit/cert.*

*If you do NOT have inventory or sales staff in CA, check here and no additional attachments are needed.*

Authorized Representative - complete and sign (REQUIRED)	
AUTHORIZED REPRESENTATIVE'S SIGNATURE  	PRINTED NAME  _____
EXECUTED IN THE COUNTY AND STATE OF _____	DATE  _____

*This section must be signed with all boxes/fields completed.*