

Fundraiser Vendor Requirements

Business Registration

All vendors who wish to do business with HCPSS must be registered and in good standing with the State Department of Assessments and Taxation. Your business status can be verified at <http://egov.maryland.gov/BusinessExpress/EntitySearch>. If you are not registered with the State of Maryland, please visit <https://businessexpress.maryland.gov/start/register-a-business-in-maryland> to register. For general information regarding this process, email sdatt.csc@maryland.gov or call 410-767-1330.

Vendor Application

Vendors will also need to fill out an Application for Fund Raising Vendor. A downloadable, fillable application can be found on our website. www.hcpss.org/f/aboutus/purchasing/fund-raising/fund-raising-vendor-application.pdf. Complete all fields and sign the application before sending it to the Purchasing Department. Applications can be submitted to purchasing@hcpss.org. Once received by the Purchasing Department, your application will be reviewed and status with the State of Maryland verified. Vendor applicants will be notified when the process has been completed. This process normally takes 2-3 business days. If you have any questions, please call 410-313-6644 or email purchasing@hcpss.org.