



REQUEST FOR NEW VENDOR

TO BE FILLED OUT BY DUNCANVILLE ISD PERSONNEL

NEW VENDOR REQUEST CONTACT INFORMATION	
Department/School:	Date of Request:
Person Requesting the new vendor:	
What type of funds will be used when purchasing from vendor: <u>(Example: student activity, campus activity, local monies or grant monies, federal funds)</u> <u>Amount of money that you will be spending:</u> <u>Is this vendor an Interlocal Agreement (Buyboard, DIR, TCPN, etc.)</u>	
[Reason for the new vendor request is required]	
Vendor Name:	
Contact Person at Company:	
Phone Number of Vendor:	
Email Address of Contact Person:	

Email completed page along with all other New Vendor Application forms to:
jkaronka@duncanvilleisd.org