



TULSA PUBLIC SCHOOLS
VENDOR REGISTRATION ADDENDUM

Mail to: Tulsa Public Schools *Rev. 9/2023*
Purchasing Department
PO Box 470208, Tulsa, OK 74147-0208
Email: purchasing@tulsaschools.org

This page is required. Vendor registration forms submitted without completing this page will not be set up.

Date Submitted	
Business Name <small>(AS ON IRS TAX FILINGS)</small>	
Doing Business As	
Contact Person	
Contact Email	

Which individual or team have you engaged with that recommended you register as a vendor with Tulsa Public Schools? Provide name(s) here.

Describe your intended business purpose with Tulsa Public Schools. What goods or services do you intend to provide to Tulsa Public Schools?

Notes for Prospective Vendors

If your entity is set up as a vendor to work with Tulsa Public Schools, please make note of the following information:

- Our fiscal year runs July 1st - June 30th.
- A purchase order must be printed prior to any goods or services being provided to the district.
- To contact the Tulsa Public Schools purchasing team, email purchasing@tulsaschools.org.
- If you are providing services to the district, quotes for services must follow guidelines in this document: https://bit.ly/Guidance_Quotes.
- Invoices for services must follow the guidelines in this document: https://bit.ly/Guidance_Invoices. Please note the invoice requirements for supporting documentation verifying deliverables.
- If you cannot access the links, please contact purchasing@tulsaschools.org.

This Section is for Tulsa Public Schools Internal Use Only

Additional approver notes:

Printed name of Approver:

Signature of Approver:

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Date: