



Finance Department | Purchasing
PO Box 660 | Galveston, TX 77553 | 409-766-5158
www.gisd.org

To ALL Future Vendors,

Thank you for your interest in becoming a vendor for Galveston ISD. GISD requires all vendors to complete the attached W-9. Under Federal Regulation, GISD is required to maintain a Tax Payer Identification Number (TIN) or Social Security Number (SSN) for all vendors.

For Tax purposes, please note, GISD will use the social security number or the tax ID number that you provide on your W-9.

Vendors earning \$600.00 or more per calendar year will receive a MISC. 1099 Form.

Thank you again for your time and attention in completing this Vendor Packet. Should any questions arise, please do not hesitate to contact me via email at GabrielleMaxwell@gisd.org or call (409) 766-5158.

Please return completed packet to:

Galveston ISD Business Office
ATTN: Gabrielle Maxwell, Purchasing
Coordinator
3904 Avenue T | PO Box 660
Galveston, TX 77550 | Galveston, TX 77553
OR
email: Gabriellemaxwell@gisd.org

Gabrielle Maxwell
Purchasing Coordinator



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GALVESTON ISD VENDOR INFORMATION SHEET

Check Option Below:

New Update

Company Name

1099 Vendor : Yes No

Tax ID # : _____

GISD Account # assigned from your Company: _____

Ordering Address (Purchase Order) :

Account Receivable Address:

Attn : _____

Attn : _____

Address 1 : _____

Address 1 : _____

Address 2 : City/ _____

Address 2 : City/ _____

State/ Zip : _____

State/ Zip : _____

Phone Number : _____

Phone Number : _____

Fax Number : _____

Fax Number : _____

Email : _____

Email : _____

Website Address: _____

Do you accept Purchase Orders: _____

Cash Payment Terms : (Net 30) _____

Minimum order amount; if any: \$ _____

Freight and/ or Shipping and Handling :



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Principal Products/ Services Offered:

GISD are currently members of TASB BuyBoard, Harris County Department of Education (HCDE), Harris County Department of Education Gulf Coast Cooperative (HCDEGCC), Region IV - The Cooperative Purchasing Network (TCPN), Region 5, Texas Procurement and Support Services (TPASS), Houston- Galveston Area Council (HGAC), TIPS/TAPS - Region 8, Texas Correctional Industries (TCI), US Communities, Region VII, and PACE Purchasing Cooperative.

If you are a contract holder of any of the above Cooperatives, please attach the award information including discount explanations.

Note: Product Brochures and/ or catalogs should be mailed to:

Galveston ISD Business Office
ATTN: Gabrielle Maxwell, Purchasing
Coordinator
PO Box 660
Galveston, TX 77553

Galveston ISD encourages all Disadvantage Business Enterprise (DBE), Historically Underutilized Business (HUB), as well as Women & Minority Owned Business vendors, to participate in our Solicitations. If your firm identifies with any of the following please check all that apply.

Women Owned

Minority

Persons with
Disabilities

Historically
Underutilized Business