

## Request to Add a Vendor Instructions

1. Complete the Request to Add New Vendor form.
2. Email completed form and W9 along with any additional required information (HR approval, Sole Source letter, etc.) to the appropriate Buyer
3. Buyers:  
***Francisca Jimenez*** – for Administration, Technology, Food Services, EDP or Athletics  
  
***Misty Hollingsworth***– for Secondary Campuses & Fine Arts  
  
***Ana OrozcoArmas*** - for Elementary Campuses & Support Services.
4. Purchasing will approve and forward to Finance to add as vendor.

***No new vendors will be approved without the required information and documentation.***

Please Copy Lupe Berrelez [Guadalupe.berrelez@pfisd.net](mailto:Guadalupe.berrelez@pfisd.net) on your emails to Buyers.  
You will receive an email from Lupe Berrelez once the vendor has been added.

## REQUEST TO ADD NEW VENDOR

Requested by:

Date:

### Is this an approved Vendor:

*Please refer to the Approved Vendor List on the Purchasing page of the Internet or verify active contract through cooperative program and include contract number. Also, verify the vendor will accept Purchase Orders.*

☐ Yes Bid Number:

☐ No Please enter Vendor Information below and continue to the next question.

### Vendor Information:

Vendor Name (as shown on W9)	
Contact Information for Placing Orders	Address: City, State, Zip:
	Phone: Fax:
	Contact Name:
	Email:
Remit to Information	Address: City, State, Zip:
	Phone: Fax:
	Email:

### Is this a Contracted Service?

☐ Yes- (If there will be interaction with students, please clear through HR and [attach documentation.](#))

☐ No- Please complete the remainder of this form

### Will any part of this expense be paid with Federal Funds?

☐ Yes- *Please contact Ana Griffiths, Director of Federal and State Programs, for specific details regarding contracts and any purchases of this type. All Federal purchases require prior approval and all contracts must be reviewed by the Director of Purchasing prior to service/purchase.*

☐ No- Please complete the remainder of this form

### Are you spending less than \$10,000.00?

☐ Yes- You do not need to complete the remainder of this form however you may be asked for quotes or further information after your requisition is entered.

☐ No- *Please complete the remainder of this form*

### Why would you like to use this vendor instead of an approved vendor?

☐ This vendor is less expensive than the approved sources

- Please submit quotes from this vendor and two approved vendors with this form.

☐ This vendor is the only company that can provide this product/service (Sole Source).

- Please submit a Sole Source letter from the vendor along with this form. (Current Sole Source letters can be found in the Shared File at Staff Shared Drive->IPISD Public->Finance->Purchasing-> Sole Source Letters.)

☐ Other (Professional service, on a Board approved Co-op, superior quality, for Student Activity, etc.)

- Please explain: \_\_\_\_\_

**\*\*Note: Adding a vendor to Skyward DOES NOT make them an Approved Vendor. Refer to the Purchasing page on the PfISD website for a full description of how to become an Approved Vendor. \*\***