

# SMSD VENDOR APPLICATION FORM

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This vendor's application form is intended for use in identifying vendors desiring to receive invitations to bid and requests for proposals issued by Stafford Municipal School District for various commodities, goods, and services.

Submittal of this vendor application form is for the convenience of the Business Office only and does not imply or guarantee to the submitter the receipt of any invitation to bid or request for proposal issued.

It is the responsibility of each vendor to keep the Business Office informed of any change of address, phone number, fax number, contact person, or commodities offered.

**NOTE:** Submitting this vendor application form only adds your vendor's name to the list of vendors awaiting a proposal/bid invitation.

**Company Name:** \_\_\_\_\_

## Address to Receive Bids/Proposals/Request for Quotes

Address: \_\_\_\_\_

City: \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

E-mail: \_\_\_\_\_

Does your company accept Purchase Orders? \_\_\_\_\_

Has your company been awarded any contract by purchasing cooperatives? \_\_\_\_\_

If so, please identify them \_\_\_\_\_

**Commodities Offered:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please send this form to: By mail: Stafford Municipal School District  
Attention: Kayce Samuel  
1633 Staffordshire Road  
Stafford, Texas 77477

By e-mail: [purchasing@staffordmsd.org](mailto:purchasing@staffordmsd.org)

If you have any questions, please call 281-261-9252.