

CARROLL ISD VENDOR PROCEDURES

Goal: To ensure a systematic process of adding and renewing vendors on the finance database. The process is designed to meet local, state, and federal guidelines related to vendor relations and procurement by a school district.

New Vendor Request

- ❑ New vendors are added to the approved vendor list per the following requirements:
 - Carroll ISD bid submission with all required forms according to guidelines found on Carroll ISD website, Financial Services District Fiscal Manual – 902.51 General Procurement Standards
 - Bid award another ISD with an agreement with an EPCNT Inter-Local Agreement Clause
 - Contract Award with Texas Purchasing Cooperative
 - Sole Source Agreement according to specific guidelines (District Fiscal Manual – General Procurement Standards – Noncompetitive Proposal Procedures)
 - One time purchases that are considered micro or small.
- ❑ If any vendor will perform services on Carroll ISD property, the vendor must provide the Certificate of Insurance (with Carroll ISD as additional insured) prior to the start of any work and only after a purchase order has been approved by the final approving authority.
- ❑ **If all of the above requirements have been met, the vendor will be added to the approved vendor list by the Coordinator of Purchasing after final approval by the Executive Director of Finance.**

Vendor Database Management

- ❑ The Coordinator of Purchasing shall create a complete vendor record, including but not limited to the following:
 - Vendor legal name and DBA, if applicable
 - Mailing address
 - Remit to address, if applicable
 - Tax Identification Number (TIN) or Social Security Number
 - W-9
 - Company phone numbers; voice and fax
 - Company email
- ❑ Prior to adding a new vendor, the Coordinator of Purchasing shall verify if the vendor does not exist in the vendor database in an active or inactive status.
 - If the vendor does exist, and the vendor identification information is identical, the inactive vendor may be reactivated.
- ❑ The Coordinator of Purchasing shall make changes to the vendor database upon receipt from a vendor of a change in address, phone number, email, etc.
- ❑ The Coordinator of Purchasing shall seek approval from the Executive Director of Finance prior to adding a new vendor, if the vendor notifies the district of a change of their company name, tax identification number, etc.
- ❑ At the end of each calendar year, the Coordinator of Purchasing shall review vendor activity to determine which vendors, if any, to inactivate.

Vendor Number Tracking

- The District shall use the auto numbering feature in the finance system. At no time, shall a vendor number be reused as this will create data quality issues for historical finance files.