Mathis Independent School District

Vendor Application Form

Instructions:

1. The application form should be completed and signed by an authorized representative of the vendor.
2. The application should be submitted (as noted below) with all supporting documents, including but not limited to:
    a. W-9 Form
    b. Conflict of Interest Questionnaire
    c. Felony Conviction Form
    d. Certificate of Insurance (as appropriate for on-site professional services)
    e. Certification of Criminal History Record Information (if working directly with students)

Notice to Prospective Vendors:

1. Vendors are not placed on the district's vendor list unless a request has been made by a department or campus.
2. Vendors must accept purchase orders for all purchases. The district will **not** be responsible for payment of goods or services that are provided to Mathis ISD without an approved purchase order issued.
3. All invoices must reflect the purchase order number and must be mailed, or emailed, to:
    Mathis I.S.D. - Attn: Accounts Payable
    P.O. Box 1179
    Mathis, TX 78368
    Email: accountspayable@mathisisd.org

VENDOR IDENTIFICATION:	
Vendor Name:	
Vendor DBA (if applicable)	
Federal Tax ID or Social Security Number	
Type(s) of Goods or Services	
List any Purchasing Co-op contracts (i.e., GoodBuy, BuyBoard, TCPN, etc)	
VENDOR CONTACT INFORMATION:	
Vendor Mailing Address:	
Vendor Remit Address: (if different from mailing)	
Vendor Phone Number:	
Vendor Fax Number:	
Vendor Website URL:	
Vendor Email Address:	

I hereby certify that the above information is true and correct. I further certify that I am an authorized representative of this vendor.

_____ _____
Vendor Authorized Representative (Print Name) Title

_____ _____
Vendor Authorized Representative (Signature) Date

FINANCE USE ONLY

CFO Approval: _____ Date: _____