Business Department

WHARTON INDEPENDENT SCHOOL DISTRICT

2100 N. Fulton Wharton, Texas 77488

979-532-3612

To ALL Future Vendors:

Wharton ISD thanks you for your interest in becoming a vendor of our great district. We will need you to complete the attached W-9, request for Taxpayer Identification Number and Certification. Under Federal Regulation, we are required to maintain a Taxpayer Identification Number (TIN) or Social Security Number (SSN) for all vendors. This can be obtained by completing the attached W-9.

For Tax purposes, please note, WISD will use the social security number or the tax ID number that you provide on your W-9, be sure to print legibly and be exact.

If the District pays you in sum, $600.00 or more, per calendar year, we will generate a MISC. 1099 Form. Unless otherwise noted on your completed W-9.

Should you have any questions and or concerns, please do not hesitate to contact me via email at chooper@whartonisd.net or via telephone at 979-532-6206.

Cheryl Hooper
Business Manager
Wharton ISD
979-532-6206

Wharton Independent School District

Wharton ISD - Vendor Information Sheet

Circle Option Below:

_____

Company Name **New** **Update**

1099 Vendor: Yes No

Tax ID# _____

Wharton Account # assigned from your company: _____

Ordering Address (Purchase Order):
Attn: _____
Address 1 _____
Address 2 _____
City/State/Zip _____
Phone Number: ( ) _____
Fax Number: ( ) _____
Email: _____

Accounts Receivable Address:
Attn: _____
Address 1 _____
Address 2 _____
City/State/Zip _____
Phone Number: ( ) _____
Fax Number: ( ) _____
Email: _____

Website Address: _____

Do you accept Purchase Orders: Yes No

Cash Payment Terms: (Net 30) Yes No

Minimum order amount, if any: $ _____

Freight and/or Shipping and Handling: Yes No

Rev 6/25/25

Principal Products/Services Offered:

_____

_____

WISD currently participates as a member of TASB BuyBoard, Region III-PAC, TIPS/TAPS - Region 8

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:
Wharton ISD
ATTN: Finance Department
2100 N Fulton
Wharton, TX 77488

For Office Use Only:

Vendor Requested by: _____

Reason for Vendor Request: _____

_____ _____
Vendor requested by Signature **Principal/Director Approval Signature**

_____ _____
Date **Date**

Send completed paperwork to Audrey Herrrera aherrera@whartonisd.net

_____ _____ _____
Audrey Herrera **Date Received** **Date Entered**