How to do business with Bridgeport ISD

It is our goal to provide a responsive and professional commitment to customer service with integrity as governed by the purchasing guidelines of the State of Texas. Bridgeport ISD is committed to fair and equal competition among all vendors.

1. Complete and Submit all Vendor Registration Forms. Vendor Registration Form Forms should be emailed for review to the District Purchasing Specialist: business.services@bridgeportisd.net. Once registered, vendors will be notified via email which will include the vendor registration number and a copy of the district tax exempt certificate.

By submitting District Registration Forms, prospective vendors agree to District Purchase Order policies and will be paid by check upon delivery or completion of goods and/or services.

Notices for **RFQ/Bids/Proposals** will be posted on the district website.

> Formal procurement documents will contain instructions on how procurement will be evaluated and awarded. All procurements will be evaluated and awarded in accordance with applicable State Law. Vendors should maintain procurement numbers for reference when conducting business with the District. If additional information regarding awarded procurement is requested, vendors should contact the Buyer identified on the front page of the documentation.

2. Receive a Purchase Order.

> In accordance with District Policy CH: all requests for purchases must be submitted (by the District Buyer) to the Purchasing Department on an official District Purchase Order (PO) form with the appropriate approval. No purchases, charges, or commitments to buy goods and/or services for the district can be made without a PO number.

Approved Purchase Order information will be provided to registered vendors by the Buyer and the District PO number must appear on all invoices provided to the District for payment for goods and/or services. Vendors should not provide goods and/or services to the District without an approved Purchase Order.

3. Invoice the District.

After satisfactory delivery of the goods and/or services invoices should be sent to: apclerk@bridgeportisd.net or Bridgeport ISD, 2107 15th Street, Bridgeport, TX 76426.

Please include the following items on your invoice document:

COMPANY NAME	PURCHASE ORDER NUMBER
INVOICE DATE	DETAIL OF GOODS AND/OR SERVICES
INVOICE NUMBER	DISTRICT DELIVERY ADDRESS
REMIT ADDRESS	TOTAL AMOUNT DUE