



## New Vendor Request Instructions & Form

### Instructions:

- Prior to requesting a new vendor, efforts must be made to locate item(s)/service:**
  - From an approved purchasing cooperative vendor (Buyboard, TIPS, PACE, Choice Partners, etc.)
  - From a vendor currently in the FISD system
  - All purchase request for NEW Technology related items (equipment, first-time software/website access) must be approved by the Technology department. *Enter request into Eduphoria!*
  - All purchase request for NEW Curriculum related items must be approved by the Teaching & Learning department.
  - Vendor(s) who will come in contact with students both during school hours or after hours, will need to submit a VICE form to HR. VICE form can be found at [FISD VICE FORM](#).
  - Email Purchasing Specialist ([purchasing@fisd.org](mailto:purchasing@fisd.org)) if assistance is needed.
- New Vendor Request Form should be completed by requester, and signed by a Principal or Fund Manager.**
  - Vendor request for FISD Employees for reimbursement/refund, must be submitted on New Vendor Request Form. W-9 is not required.
  - Vendor request for students/parents for activity fund reimbursement/refund, do not need to be submitted on a New Vendor Request Form or require W-9. Email Purchasing Specialist the name & address of parent/student.
- Submit completed New Vendor Request Form to Purchasing Specialist (by email) with all supporting documents, including:**
  - Vendor W-9 Form (2018 Version)
  - Quote/Proposal (if available)
- W-9 Requirement: A W-9 is to be requested from ALL vendors and submitted with New Vendor Request Form. W-9 Form is available on the FISD Website ([IRS FORM W9 BLANK](#)).**
- Vendors are not placed on the district's approved vendor list until approved by the business department. Please allow approximately 3-5 business days for vendor approval.**
- All invoices must reflect the purchase order number and must be mailed, faxed, or emailed to Fredericksburg ISD Accounts Payable Department (234 Friendship Lane, Fredericksburg, TX 78624, fax number: (830) 997-6164 or email [accountspayable@fisd.org](mailto:accountspayable@fisd.org)).**
- All payments are net 30 days after receipt of the goods and/or services.**
- Vendors must accept purchase orders for all purchases. The district will NOT be responsible for payment for goods or services that are provided to Fredericksburg ISD staff without an approved purchase order issued by the business department.**
  - "The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts."  
(Fredericksburg ISD Policy- CH(Local) – Purchasing and Acquisition)*



**FREDERICKSBURG INDEPENDENT SCHOOL DISTRICT  
NEW VENDOR REQUEST FORM  
(Must be completed by a FISD staff member only)**

Billie Pride, Über Alles  
Business Office Form

*For prompt processing, a copy of the Vendor's W-9, the Vendor Request Form, and any other required documentation must be scanned and emailed to: loriri@fisd.org*

Vendor Name:	
Order Address/City/State/Zip:	
Remittance Address/City/State/Zip:	
Phone Number:	Fax Number:
Email Address (PO submission) :	
Vendor Contact Name:	Vendor Contact Email:

**W9 REQUIREMENT:** A W9 is to be requested from ALL vendors and submitted with vendor request.  
**TAX ID # MUST BE ENTERED ON THIS FORM HERE, EVEN IF W9 IS ATTACHED. VALID #'S CONTAIN 9 DIGITS.**

Company's Federal Tax ID:		Individual/Sole Proprietor Social Security:	
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ITEMS/SERVICES REQUESTED FROM THIS VENDOR:			
Qty	Vendor's Item #	Description	Unit Cost / Total Cost

New Curriculum:	Yes	No	Teaching & Learning Approval Date:	
New Technology:	Yes	No	Technology Approval Date:	Request ID #:
Will the vendor be providing a service? If yes, please answer the questions below:				
List Service Type				
List Service Date(s)				
List Service Cost				
Will the vendor come into contact with students while providing the service during the school day or after hours when students may be present?				
	Yes	No	Human Resources Approval Date:	

JUSTIFICATION FOR REQUEST (Check all that apply):	
Vendor is an approved contract vendor but is not on file in the FISD system. <i>Contract/Bid:</i>	
Efforts to locate items/services from a contract vendor or a vendor already in the system have been unsuccessful.	
Sole source - items/services cannot be obtained from any other source. <b>(Attach Sole Source Justification Form)</b>	
Best pricing <b>(list vendors whose pricing was compared):</b>	
Vendor is an FISD employee - reimbursement/refund only	
Other justification - explain:	

FUNDS TO BE USED FOR THIS PURCHASE:		
General Funds	Campus/Student Activity Fund	Education Grant
Special Funds - Federal/State/Grant	Hospitality Fund	Booster/PTO Purchase

**DISTRICT PURCHASES MUST BE MADE ON A PURCHASE ORDER.**

I have confirmed with this vendor that they accepts PO's and that they understand payment will be made from their invoice upon receipt and approval of goods and/or services. *(Activity fund requests may not require a PO; however, if added in the system, the vendor will be available for use on purchases which do require a PO.)*

**NOTE BEFORE SUBMITTING :**  
**THIS REQUEST WILL BE RETURNED IF ANY INFORMATION REQUESTED IS NOT PROVIDED OR IS INCOMPLETE OR ILLEGIBLE.**

Requester (print):	Campus:
Requester (signature):	Date:
Principal or Fund Manager's Signature:	Date: