



VENDOR APPLICATION

Return Vendor Application to your campus/department point of contact

Manor Independent School District

10335 US Hwy 290 East

Manor, Texas 78653

1. Vendor Information

Vendor Name: _____

DBA: _____

Website: _____

Vendor Federal Tax ID Number: _____

Remittance Information

Street Address, City, State, Zip: (if different from 1099 mailing address on W-9):

Contact Name: _____

Phone: _____

Fax: _____

Email: _____

Ordering Information

Street Address, City, State, Zip Code: (if different from 1099 mailing address on W-9):

Contact Name: _____

Phone: _____

Fax: _____

Email: _____

2. Ownership Types

We strive to do business with diverse companies. By entering applicable diversity classifications, you will help us meet certain spending goals for our District.

For additional explanation of all the diversity classifications listed below, please visit our **Diversity Classifications Guide**.

Important: Attach all Certifications from the appropriate certifying authority to this packet

Diversity Classification	Certificate Type		Small Business?
☐ Women-Owned (WB)	☐ Certified	☐ Self-Certified	☐
☐ Native American-Owned	☐ Certified	☐ Self-Certified	☐
☐ Veteran-Owned	☐ Certified	☐ Self-Certified	☐
☐ LGBT-Owned	☐ Certified	☐ Self-Certified	☐
☐ Rural-Owned	☐ Certified	☐ Self-Certified	☐
☐ Minority-Owned	☐ Certified	☐ Self-Certified	☐
☐ Disability-Owned	☐ Certified	☐ Self-Certified	☐
☐ HUBZone Business	☐ Certified	☐ Self-Certified	☐
☐ Other _____	☐ Certified	☐ Self-Certified	☐
☐ Other _____	☐ Certified	☐ Self-Certified	☐
☐ Other _____	☐ Certified	☐ Self-Certified	☐

Does your company accept credit cards? Yes ☐ No ☐

Does your company accept Automated Clearing House (ACH) Payments?

Yes ☐ No ☐

If yes, please provide the following information and/or attach your company's ACH Information:

Bank Name: _____

Routing #: _____

Account #: _____

Account Type: ☐ Checking
☐ Savings

ACH Email: _____

3. Form W-9

Federal Income Tax law requires us to have your taxpayer identification number (TIN) on file. Under Federal Regulation Section 6109, you are required to provide us with this information on Form W-9. If you are an exempt payee, we will not have to file an annual Information Return Form 1099. If you do business as a sole proprietor, you must furnish your individual name, social security number, business name and taxpayer identification number. A sole proprietor must not furnish only the business name.

Complete and attach Form W-9 to this Vendor Application. Form W-9 is available at: [IRS Form W-9](#)

4. Purchasing

If your company has any existing contracts or solicitation awards with cooperative purchasing organizations (e.g., BuyBoard, DIR, TXMAS, National IPA, TIPS) or with governmental entities (e.g., school districts, municipalities, MISD may be able to utilize those contracts or solicitation awards as a means of contracting directly with your company. Please provide associated information as follows (attach separate pages as necessary:

Organization	Contract / Solicitation Award Number	Description of Awarded Goods and/or Services

5. Conflict of Interest

Any individual or business entity that contracts or seeks to contract for the sale or purchase of property, goods, or services with Manor ISD must file a [Conflict of Interest Questionnaire](#) with the MISD Purchasing Office in accordance with Texas Local Government Code Chapter 176, no later than the 7th business day after recipient becomes aware of facts that require filing.

Disclosure is required if:

1. The person has employment or other business relationship with the local government officer or a family member resulting in the officer or family member receiving taxable income more than \$2,500; or
2. The person has given the local government officer or family member one or more gifts (excluding food, lodging, transportation, and entertainment) that have an aggregate value of more than \$100 in the twelve month period preceding the date the officer

becomes aware of an executed contract or consideration of the person for a contract to do business with the district; or

3. The person has a family relationship with a local government officer that is either 3rd degree of consanguinity (blood) or 2nd degree of affinity (marriage).

Officers of the Manor Independent School District are listed at: [Manor ISD Board Members](#)

Do you meet any of the disclosure criteria? Yes ☐ No ☐

Are you an employee, a former employee or related to any employee or board member of MISD? Yes ☐ No ☐

The Texas Ethics Commission owns the form and necessary revisions, and the vendor is responsible for obtaining the latest form. For your convenience, we have provided a link to the [Conflict of Interest Questionnaire \(Form CIQ\)](#). If you answered yes to either of the above questions, please complete and attach the CIQ form to this Vendor Application. By submitting this Vendor Application, you agree that if at any time you become aware of a change in your answers to the above questions or the information provided in the CIQ, you must complete a new CIQ and email it to purchasing@manorisd.net no later than the 7th business day after you become aware of facts that require filing.

6. Contract Criminal History and Fingerprinting Certification

Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history and fingerprinting record information regarding covered employees. Contractors must certify with the District that they have complied. Covered employees with disqualifying criminal histories are prohibited from serving at a school district. Companies must complete the [Contractor Certification](#) and return it with the Vendor Application.

7. EDGAR Certification (2 CFR Part 200)

When a District seeks to procure goods and services using federal funds, federal laws and regulations may apply along with state law. In the event that federal funds are used, companies must follow the federal contract provisions listed in Manor ISD's [Purchase Order Terms and Conditions](#).

Purchasing Office Use Only:

Date Received: _____ Date Approved & Entered: _____