Clint Independent School District
Vendor Request Form

(For Internal Use Only)

Employee Vendor Request Only

Name: _____

Campus/Dept: _____

☐ TRV ☐ BSDEM

Forward the following to vendorrequest@clint.net ☐ *Vendor Request Form* ☐ *Completed W-9* ☐ *Conflict of Interest Disclosure* ☐ *COL (if needed)*

Vendor Information

Vendor/Company Name: _____ DBA: _____

Please provide a detailed description of the goods and services you intend to purchase from this vendor.

Intended Commodity Code: _____ Intended Account Code: _____

Campus/Department Approval

Requesting Campus/Dept: _____ Phone: _____ E-Mail: _____

Authorized Signature: _____ Name: _____ Date: _____

* * Purchasing Department Use Only * *

_____

_____

_____

_____

_____

_____

_____

_____

Contract Code(s) Assigned:

Vendor Approved: ☐ Yes ☐ No - Denial Notes: _____

Vendor DBA w/SSN Verified ☐ Yes ☐ No ☐ N/A

Procurement Designee: _____ Signature: _____ Date: _____

Updated: 06.18.2026

Conflict of Interest Disclosure Form

Note: A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the nominator(s)'other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the nominator(s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the addition of the nominated condition to the newborn screening panel. The nominator(s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from nominating a condition for screening.

Date: _____

Name: _____

Position: _____

Please describe any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest with:

Vendor Name: _____

☐ I have no conflict of interest to report.

☐ I have the following conflict of interest to report.
(Please report the nature of the relationship below and complete the Conflict of Interest Statement found on our District Business Forms Website):

_____

_____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: _____

Date: _____

Clint Independent School District
Vendor Request Form
(To be completed by the vendor)

Please complete and return to the requesting campus/department:

Campus/Dept. _____ Contact Name: _____ Phone: _____ E-Mail: _____

Sales Information

Vendor/Company Name: _____ DBA: _____

Physical Address: _____ City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: _____ E-Mail: _____

Payment Information

Remit To Address: _____ City: _____ State: _____ Zip Code: _____

AP Contact Name: _____ Phone: _____ E-Mail: _____

Please select any Purchasing Cooperatives the company is a member of:

☐ Clint ISD ☐ Region 5-PC5 ☐ Region 19-PC19 ☐ BuyBoard ☐ DIR ☐ Choice Partners

☐ OMNIA ☐ TIPS ☐ Sourcewell ☐ Equalis ☐ Goodbuy ☐ Axia

☐ Active Bid with a Texas School District - _____ ☐ Other: _____

Additional Requirements

In order to complete the vendor registration, please scan the QR Code below or follow the link to our Ionwave Vendor Registration website

https://clintisd.ionwave.net/login.aspx

If applicable, vendor agrees to comply with all District policies and state requirements regarding misconduct disclosures, fingerprinting and background checks at the vendor's expense.

Conflict of Interest Disclosure

Do you, any owner, partner, or officer of your company, have a business relationship or family relationship with any local government officer of the Clint Independent School District?

(Local Government Officers include Board of Trustees, Superintendent, Assistant Superintendent, Chief Financial Officer, Chief Operations Officer, Chief Technology Officer, Chief Human Resources Officer, Director of Procurement, Business Manager, or Other Administrative Officials.)

☐ Yes

☐ No

If yes, please complete the attached Conflict of Interest Questionnaire (Form CIQ)

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

_____

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

_____ _____ _____

Name of signatory Signature Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;

(B) a transaction conducted at a price and subject to terms available to the public; or

(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.