

Purchasing Tip

Internal Control Standard

Below is the Internal Control Standard used when setting up a vendor into our master file of Frontline.

Suppliers set up in Frontline based on information put into the lonwave (electronic bidding system). To verify suppliers using the most current W-9 form information.

1. Ensure the most current W-9 documentation form from the IRS is the tool being verified.
2. Verify the supplier has completed the most current form with their company information.
3. As a third party check or back up to this documentation for verification if there is any concerns or issues, utilize the form 1295. Which is based on the supplier's information submitted to the local State Agency, (Texas Ethics Commission).

These suppliers are then set up in Frontline based on the above verified information. The evaluation of submitted information is analyzed and submitted. The Award of suppliers happen once Board approval has been granted (Board Meeting approval of Financial Consent Agendas).