

School Vendor Approval Procedure & Guidelines

To: All Extra-Curricular, Co-Curricular, Club, School, or event coaches, sponsors, or coordinators. School Sponsors, Club Advisors, and Event Coordinators

Subject: Important Procedure Notice – Mandatory Approval for On-Campus Vendors and Sales

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Overview

To ensure the safety of our students, maintain financial transparency, align with best practices, and follow state mandated vendor guidelines, **all third-party vendors and external businesses must be officially approved prior to participating in any school-sponsored event or selling goods/services on school grounds.**

No unapproved vendor may set up, distribute promotional materials, or conduct sales at any time.

Key Requirements for Sponsors

- **Advance Request:** Sponsors must ensure their vendors have completed the vendor application at least **3 weeks** prior to the scheduled event.
- **No Direct Agreements:** Sponsors may not sign contracts, make verbal commitments, or allow vendors onto campus without prior approval from district administration.

Vendor Requirements for Approval

For a vendor to be approved, they must submit the following documentation:

1. **Vendor Application Form:** Completed contact details and description of items/services to be sold.
2. **Background Check / Clearance:** Required if vendor representatives will have direct, unmonitored contact with students.



Sponsor Checklist

Before your event, please ensure you have completed the following steps:

- [ ] Identified all external vendors planning to participate in or support your event.
- [ ] Confirmed that all participating vendors have received official written approval.
- [ ] Provided vendors with event guidelines regarding setup times, designated spaces, and cleanup expectations.

Contact & Submissions

If you have questions regarding vendor approval or need to submit vendor paperwork, please contact:

- **Contact Person:** Dr. Brian Williams
- **Email:** brianw@palaciosisd.org
- **Office Location:** 1209 12th st

Thank you for your cooperation and for your support of our school.