##### VERIFICATION OF DEBARMENT/ EXCLUSION PROCESS

***Note:*** Secretaries, Bookkeepers, Director of State & Federal Programs, Director of Special Education, Business Manager, Assistant Business Manager, and the Purchasing Clerk will obtain access to **SAM (System for Award Management)** at https://[www.sam.gov/portal/SAM/#1#1.](http://www.sam.gov/portal/SAM/#1%231)

NEW VENDORS

Prior to conducting business with a new vendor, a W-9 has to be secured from the vendor and a Vendor Request Form must be completed by requestor (GPSD Secretary, Bookkeeper, Etc.). The employee listed above who makes initial contact with the vendor will access the SAM website and complete a search for the vendor by both the business name and the personal name, if applicable. It is imperative that an asterisk"\*" be placed at the end of the business and personal name prior to initiating the search.

* When submitting documentation for a new vendor, the requestor (GPSD Secretary, Bookkeeper, etc.) must attach the W-9 and the printout from SAM to the Vendor Request Form and submit this complete documentation to the GPSD Purchasing Clerk.
* If the vendor is **not** listed in **SAM,** then the GPSD Purchasing Clerk will enter the W- 9 into the automated purchase order system and the purchasing process can begin.
* If the vendor is **not** listed as **"Exclusion",** then the GPSD Purchasing Clerk will enter the W-9 into our automated purchase order system and the purchasing process can begin.
* If the vendor is listed as **"Exclusion",** then the W-9 will not be entered into the automated purchase order system. The purchasing process ends.

CURRENT VENDORS

Prior to conducting business with the vendor for the current school year, the employee listed above who is responsible for entering the purchase requisition from the school-level or central office level will access the SAM website and complete a search for the vendor by both the business name and the personal name. It is imperative that an asterisk "\*" be placed at the end of the business and personal name prior to initiating the search.

* If the vendor is not listed in SAM, then the purchase requisition can be entered into the automated purchase order system and the purchasing process can begin. The purchasing clerk will verify that the vendor is no listed as "Exclusion."
* If the vendor is not listed as "Exclusion", then the purchase requisition can be entered into the automated purchase order system and the purchasing process can begin. The purchasing clerk will verify that the vendor is not listed as "Exclusion."
* If the vendor is listed as "Exclusion", then the purchase requisition cannot be entered into the automated purchase order system. The purchase process ends here.
* The employee listed above who is responsible for entering purchase requisitions into the automated purchase order system will email the "Exclusion" printout which identifies the vendor as being labelled as "Exclusion" to the business manager, assistant business manager, and the purchasing clerk. The purchasing clerk will remove the vendor from the automated purchase order system.

**\*\*\*Remember to attach the SAM Printout to the Vendor Request For** Revised 7-23-21

Vendor Request Form

VENDOR INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Vendor:** | | | | |
|  | | | | |
| **ADDRESS of VENDOR** | | | | |
|  | | | | |
| **City** | **State** | | | **Zip Code:** |
|  |  | | |  |
| **Social Security?** | |  | **TAX ID NUMBER** | |
|  | |  |  | |
| **PHONE NUMBER** | |  | **EMAIL ADDRES** | |
|  | |  |  | |
| **FAX NUMBER** | |  | **WEBSITE ADDERSS** | |
|  | |  |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is Vendor Lised in “SAM”? | |  | If "Yes", is Vendor Listed as "Exclusion?" | |
|  | YES |  |  | YES |
|  | NO |  |  | NO |

|  |  |  |
| --- | --- | --- |
| **REQUESTOR BY:** | **REQUESTOR SIGNATURE:** | **DATE REQUESTED:** |
|  |  |  |

Upon completion, please email to the business office at [lLewis@gpsdk12.com](mailto:lLewis@gpsdk12.com) [wTownsend@gpsdk12.com](mailto:wTownsend@gpsdk12.com)

|  |  |  |  |
| --- | --- | --- | --- |
| INTERNAL USE ONLY | **VENDOR ID** | **DATE RECEIVED** | **DATE ASSIGNED** |
|  |  |  |