

INGRAM INDEPENDENT SCHOOL DISTRICT

644 HWY 39 INGRAM TEXAS 78025

(830) 955-8545

FAX (830) 955-8556

VENDOR SET UP REQUEST

**Indicates a required field

**COMPANY NAME _____

**TAX ID# _____ or SOCIAL SECURITY # _____

** PHYSICAL ADDRESS _____

** REMITTANCE ADDRESS _____

**TELEPHONE NUMBER _____ **FAX NUMBER _____

**CONTACT PERSON'S NAME AND TITLE _____

**EMAIL ADDRESS _____

PRODUCT CATEGORIES (Please describe products/services provided)

PLEASE CHECK APPLICABLE BOX:

Are you an active approved vendor on:

- Texas Building & Procurement CISV
- The Cooperative Purchasing Network
- Educational Service Center
Region 20 Cooperative
- BuyBoard

Historically Underutilized Business:

- Yes
- No

If so, what type:

- Minority
- Small Business
- Women-Owned
- Are you HUB
Certified

Minority-Owned Business, please state:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Asian Pacific American | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Black |
| <input type="checkbox"/> Sub-Continent Asian | |

Are you a Sole Source Product Provider?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|
- If yes, the Sole Source Affidavit must be completed and submitted with this application.

Do you accept Purchase Orders?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Are you related to an IISD employee or board member?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If yes, state name and relationship: _____

Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

The district may terminate a contract with a supplier if the district obtains information that a person or owner or operator of the business entity has been convicted of a felony or a misdemeanor offense involving moral turpitude that the supplier did not disclose at the time of the application. A supplier will be discharged if disbarred by a local, state, or federal agency.

AFFIDAVIT

I solemnly declare and affirm that the contents of this document are true. Under penalties of perjury, I further certify that the above information is true and correct, no information pertinent to my application as a vendor has been omitted and my firm is not owned or operated by anyone who has been convicted of a felony.

Dated this _____ day of _____ 20_____.

Company _____

Signature _____

Title _____

**INGRAM INDEPENDENT SCHOOL DISTRICT
644 HWY 39
INGRAM, TEXAS 78025
(830) 955-8545**

FELONY CONVICTION NOTICE FORM

Statutory citation covering notification of criminal history of vendor is found in the Texas Education Code 44.034.

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (2), states, "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony".

Subsection (b) states, " a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract".

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME: _____

AUTHORIZED COMPANY OFFICIAL NAME: _____

A. My firm is a publicly-held corporation, therefore, this reporting requirement is not applicable.

Signature of Company Official: _____ **Date** _____

B. My firm is not owned or operated by anyone who has been convicted of a felony.

Signature of Company Official: _____ **Date** _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s) _____

Date of Conviction(s) _____

Signature of Company Official: _____ **Date** _____