**Lindale ISD**

**New Vendor Request**

Vendor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Department must request a W-9 from a new vendor. The W-9 form is on our website under Business Office-Vendor Information.**

This **is** an approved vendor through:

 \_\_\_\_\_ Region VII Purchasing Co-op

 \_\_\_\_\_ Buyboard

 \_\_\_\_\_ Region VIII- TIPS/TAPS Co-op

If **not** an approved vendor, provide a detailed description as to why you cannot use an approved vendor. (Note: A less expensive price is not a valid reason.)

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Requested by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Business Office Use

\_\_\_\_\_ Verified vendor eligibility Finance Director Approval \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ TXEIS Vendor number assigned \_\_\_\_\_\_\_\_\_

\_\_\_\_\_ W-9 received REVISED 1-5-17