Kaufman Independent School District
Financial Services
1000 S. Houston St.
Kaufman, TX 75142

Vendor Application

Dear Prospective Vendor,

Public schools in Texas are required to follow specific guidelines when procuring goods or services. The most efficient method that we follow is by utilizing membership with purchasing cooperatives. The cooperatives to which the district currently belongs are 1GPA, Pace, Goodbuy, EdTech,Allied, Choice Partners, Equalis, BuyBoard, CTPA, EPCNT, TIPS, Sourcewell, Omnia, and TXMAS.

Application Instructions:

1. The application form should be completed and signed by an authorized representative of the vendor.
2. The application should be submitted (as noted below) with all supporting documents in PDF format, including but not limited to:
    a. **W-9 Form**
    b. **Conflict of Interest Questionnaire**
    c. Felony Conviction Form & Certification of Criminal History Record Information
    d. Kaufman ISD ACH Form

Notice to Prospective Vendors:

1. Vendors are not placed on the district's approved vendor list until a purchase order is approved by the purchasing department.
2. Vendors must accept purchase orders for all purchases. The district will not be responsible for payment for goods or services that are provided to Kaufman ISD staff without an approved purchase order issued by the purchasing department.
3. All invoices must reflect the purchase order number and must be emailed (preferred) or postal mailed to the Kaufman ISD Accounts Payable Department (mailing address, fax number and email address are noted below).
4. All payments are net 30 days after receipt of the goods and/or services.

Please note that this letter serves as notice that Kaufman ISD will not be responsible for any merchandise/goods or services purchased or delivered without an authorized KISD purchase order or contract.

Invoices mailed to:
Kaufman ISD
Attn: Accounts Payable
1000 S. Houston Street
Kaufman, TX 75142

Emailed to: accountspayable@kaufman-isd.net

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Vendor Profile Form

Company/Vendor Name: _____

Company/Vendor EIN: _____

Contact Person: _____

Contact Phone#: _____ Email: _____

Website: _____

Email address for PO Submission: _____

Payment Remittance Address: _____

Remittance Contact Name: _____ Number: _____

Remittance Email: _____

Purchasing Cooperatives you are affiliated with: (check all that apply)

☐	TIPS	☐	Equalis	☐	Allied	☐	Sourcewell
☐	BuyBoard	☐	Omnia	☐	Choice Partner	☐	1GPA
☐	Pace Cooperative	☐	EdTech	☐	CTPA/EPCNT	☐	TXMAS

Do you currently do business with any School Districts? If yes please list them below.

_____

All purchases from Kaufman ISD must be on a properly drawn purchase order issued by the Purchasing Department. To be paid, you must have a Kaufman ISD purchase order that was issued before the goods are ordered, delivered or the services rendered. In the event that an order for merchandise or services is placed without a purchase order, Kaufman ISD will not be responsible for payment of the goods or services and you will need to invoice the person that placed the order.

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CRIMINAL BACKGROUND CHECK, FELONY CONVICTION DISCLOSURE AND DEBARMENT CERTIFICATION

(a) CRIMINAL BACKGROUND CHECK

Bidder/Proposer will obtain history record information that relates to an employee, applicant for employment, or agent of the Bidder/Proposer if the employee, applicant, or agent has or will have continuing duties related to the contracted services; and the duties are or will be performed on school property or at another location where students are regularly present. The Bidder/Proposer certifies to the KISD before beginning work and at no less than an annual basis thereafter that criminal history record information has been obtained. Bidder/Proposer shall assume all expenses associated with the background checks, and shall immediately remove any employee or agent who was convicted of a felony, or misdemeanor involving moral turpitude, as defined by Texas law, from KISD's property or other location where students are regularly present. KISD shall be the final decider of what constitutes a "location where students are regularly present." Bidder/Proposer's violation of this section shall constitute a substantial failure.

If the Bidder/Proposer is the person or owner or operator of the business entity, that individual may not self-certify regarding the criminal history record information and its review, and must submit original evidence acceptable to the District with this Agreement showing compliance.

(b) FELONY CONVICTION DISCLOSURE

Subsection (a) of Section 44.034 of the Texas Education Code (Notification of Criminal History of Contractor) 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 has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Section 44.034 further states in Subsection (b): "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."

Please check one of the following:

- ☐ My company is a publicly-held corporation. (Advance notice requirement does not apply to publicly held corporation)
- ☐ My company is not owned or operated by anyone who has been convicted of a felony.
- ☐ My company is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction: _____

(c) DEBARMENT CERTIFICATION

Neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations.

By signature below, I certify that the above is true, complete and accurate and that I am authorized by my company to make this certification.

_____ _____

Company/Vendor Name **Signature of Authorized Company Official**



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Vendor ACH Payment Agreement

Kaufman ISD is now offering payment by ACH direct deposit to all vendors to increase efficiency and improve the quality of services. Payments by ACH are deposited directly into your bank account. Please complete the form below and return to the Financial Services Department.

Original Request		Change Request		Cancel ACH Request	

Section 1- Vendor Information

Vendor Name:	
Address:	
City/State/Zip	Phone:
Last 4 digits od EIN or SSN (to verify vendor identification	
Email Address for Notification of Deposit (required):	

Section 2-Bank Account Information (Contact bank ACH Department for correct routing number)

Financial Institution Name:				
Financial Institution Address:				
Routing Number:				
Bank Account Number:				
Type of Account:	Checking:		Saving:	

Section 3- Authorization

I authorize Kaufman ISD to credit my account with the above-named financial institution. If the district should erroneously deposit funds into my account, upon notification by the district I will authorize the necessary debit entries to correct the error, not to exceed the amount deposited in error.
This authorization will remain in effect until the district has received written notification to terminate. A new authorization form must be completed if the above-name bank account is closed, or if vendor wished to designate a new back account to receive funds. Failure to notify Kaufman ISD of a closed account will cause a delay in receiving payments.
Print Name: Title:
Signature: Date:

To ensure accuracy, please attach a voided check for the above account. If a voided check is not attached, it is the responsibility of the vendor to ensure information is accurate. Incorrect information may delay receipt of funds.