BUHSD New Vendor Request Process

The district is not currently adding new vendors without district administrative approval. The district currently has hundreds of vendors on file who can provide products and services. While a new district-based vendor process is being created, this procedure ensures that the district uses approved vendors and that all new vendors are reviewed and approved before purchases are made.

Step 1: Verify Existing Vendors

Before requesting a new vendor, determine whether the product or service can be purchased from an existing District-approved vendor.

Use one or more of the following resources:

- Your Bookstore Manager
- Finance Department
- District Approved Vendor List (when available)

If an existing vendor can provide the required product or service, use that vendor and no further action is required.

Step 2: Complete a New Vendor Request Form

If no approved vendor can provide the required product or service, complete the *New Vendor Request Form* and include all required information and justification.

Step 3: Submit the Request

Submit the completed form to **Devin Nelson (Procurement Supervisor)**.

The Procurement Supervisor will:

- Review the request for completeness and compliance.
- Approve the request to move forward or return it for additional information.
- Forward approved requests to the Associate Superintendent for final review.

Step 4: Associate Superintendent Review

The Associate Superintendent will review the request and either approve or deny the request. The requesting site or department will be notified of the decision by the Procurement Supervisor.

Step 5: Vendor Setup

If the request is approved, the Purchasing Supervisor will notify the requesting site or department.

The requesting site or department is responsible for working with the vendor to complete all required forms (W-9 and New Vendor Form).

Step 6: Submit Vendor Forms

The completed vendor forms must be submitted to **Ann Rhein (Administrative Assistant)**.

Once all required documentation has been received and verified, the vendor will be established in the district's financial system and will be available for purchasing.

NEW VENDOR REQUEST FORM

Requestor Information

Requestor Name: _____ School/Site/Department: _____

Position: _____ Phone: _____

Email: _____ Date: _____

Vendor Information

Vendor Name: _____ Contact Name: _____

Phone: _____ Email: _____

Website (if applicable): _____

Purchase Information

Product(s) or Service(s) Requested:

Estimated Annual Amount: $_____

Please explain why this vendor is needed and why an existing approved vendor cannot provide the required product or service.

Existing Vendor Verification

I have verified that the requested product or service is not available through an existing District-approved vendor.

☐ Yes

Resource(s) Checked:

☐ Bookstore Manager
☐ Finance Department
☐ Approved Vendor List
☐ Other: _____

Approval:

Procurement Supervisor_____
☐ Approved to Forward
☐ Returned for Additional Information

Associate Superintendent_____
☐ Approved
☐ Denied