

GRANDVIEW ISD  
NEW VENDOR PROCEDURES

Any vendor or person who wishes to conduct business with the District must fill out three (3) forms. The forms are the Vendor Request Form, the W-9, and the Conflict of Interest Questionnaire.

Have the vendor complete these forms and turn in to the Business Office for approval. Once approved, they will be given a vendor number and added into the TXeis System. At that time a Purchase Requisition can be filled out. The Purchase Requisition has to be complete with Name, Address, Phone, Fax, Date, Signature of Preparer, Requested for, Explanation of need and full description of items being purchased with prices and totals. Once complete, turn in to your Principal or Secretary.

Also, each Purchase Requisition has to have documentation attached of what is being ordered or what you are attending, etc. If there is no documentation, the Purchase Requisition will be returned.