

# New Vendor Request Form



**To be filled out by Birdville ISD personnel**

School/Dept. Name: \_\_\_\_\_ School/Dept. #: \_\_\_\_\_

Requestor: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

| What type of funds will be used when purchasing from vendor? (PLEASE COMPLETE ALL FIELDS) |  |  |     |  |    |
|---|--|--|-----|--|----|
| Site Based/General Funds (Fund 199)   | Federal Funds (Attach EDGAR documents including 3 quotes with request)   |  |     |  |    |
| Campus Activity Funds (Fund 461)  | Bond Funds   |  |     |  |    |
| Student Activity Funds (Fund 865)   | Grant  |  |     |  |    |
| Faculty Funds (Fund 890)  | Other:   |  |     |  |    |
| Estimated Purchase Amount:  |  |  |     |  |    |
| Reason for Request:   |  |  |     |  |    |
| <b>Vendor Information:</b>  |  |  |     |  |    |
| Vendor Name:  |  |  |     |  |    |
| Contact Person:   |  |  |     |  |    |
| Vendor Phone #:   |  |  |     |  |    |
| E-mail:   |  |  |     |  |    |
| Is this vendor an Interlocal Agreement?<br>(Buyboard, DIR, TCPN, Etc.)                    | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">YES</td> </tr> <tr> <td></td> <td style="text-align: center;">NO</td> </tr> </table> |  | YES |  | NO |
|   | YES  |  |     |  |    |
|   | NO   |  |     |  |    |
| If yes, please provide more information:  |  |  |     |  |    |

**E-mail completed form to [BISD.PURCHASING@BIRDVILLESCHOOLS.NET](mailto:BISD.PURCHASING@BIRDVILLESCHOOLS.NET)**

**For Purchasing Department:**

Approved
  Denied

Additional Notes: