

# 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?					
	Site Based/General (Fund 199)				
	Campus Activity Fund (Fund 461)				
	Student Activity (Fund 865)				
	Faculty Funds (Fund 890)				
Estimated Purchase Amount:					
Reason for Request:					
Vendor Information:					
Vendor Name:					
Contact Person:					
Vendor Phone #:					
E-mail:					
Is this vendor an Interlocal Agreement? (Buyboard, DIR, TCPN, Etc.)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="padding: 5px;">YES</td> </tr> <tr> <td></td> <td style="padding: 5px;">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: