



**INDEPENDENT SCHOOL DISTRICT**

1160 SW Wilshire Blvd  
Burleson, Texas 76028  
(817) 245-1000

**Vendor Request Form ONLY**

Name of Company/Individual: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact/Representative Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email (to send approved POs): \_\_\_\_\_

Areas of Procurement for which the vendor is requesting consideration: \_\_\_\_\_

Company Website Address: \_\_\_\_\_

Will this vendor accept BISD POs? \_\_\_\_\_

Is the vendor a member of any purchasing cooperatives (Ex. TIPS, BUYBOARD, TCPN, GOODBUY, PACE, ALLIED STATES, CHOICE PARTNERS, EPCNT, NCPA, NJPA, DIR, US COMMUNITIES, TX SMART BUY, etc.)?

If yes, please list cooperative memberships: \_\_\_\_\_

Please list other school districts you have done business with: \_\_\_\_\_

Is this a sole source vendor for the procurement areas you have listed? \_\_\_\_\_ Yes \_\_\_\_\_ No

If the answer is yes, you are required to do the following:

- Complete a District Sole Source Form and have it notarized (forms that are not notarized will not be considered).
- Return the completed form to the Purchasing Department for review and formal approval as a sole source vendor. You will be notified whether or not your company qualifies for sole source status.

Send completed form to [Celeste.Arriaga@bisdmail.net](mailto:Celeste.Arriaga@bisdmail.net)

**Please Note:** Submitting this form does not automatically qualify you as an approved vendor or allow your company to do business with Burleson ISD. This is an informational form ONLY.

**To be notified for current/future bids, please register with [IONWAVE](#) for Burleson ISD and check "yes" on EPCNT.**