



INDEPENDENT SCHOOL DISTRICT

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

Vendor Request Form

Name of Company/Individual: _____

Mailing/Remit to Address: _____

City/State/Zip: _____

Contact/Representative Name: _____

Telephone No. _____

Areas of Procurement for which the vendor is requesting consideration: _____

Company Website Address: _____

Will this vendor accept BISD Purchase Orders? _____

Company Email to send approved Purchase Order: _____

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.

******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.