

Vendor Information Form

This form is to be completed by either an individual that is requesting a payment from the District for reimbursement or settlement fees, or a company that is requesting to be added to the District's finance system to receive purchase orders and receive payments.

▼ Individual or Company Information

Individual or Company Name

Date

DBA (If Applicable)

Name of person completing this form

Federal EIN or Social Security Number (required to receive payment)

Unique Entity Identifier (if applicable)

Physical Street Address

Primary Phone

City

State

Zip Code

Company URL

Submitter's Email

Company or Individual

- ☒ Vendor/Company wishing to do business with the District
☐ Individual that is to be reimbursed by the District or is due a settlement fee (not for business purposes)

Does your company have a Remit Address that is different from your company address?

- ☐ No
☐ Yes

▼ Remit Address (If Applicable)

Remit Address

Remit Phone

City

State

Zip Code

Remit Contact

Does your company accept Automated Clearing House (ACH) Payments?

- ☐ No
☐ Yes

▼ Automated Clearing House (ACH) Information

Bank Name

Remit / Send ACH Notification Email to:

Routing Number

Account Number

Account Type

- ☐ Checking
☐ Savings

▼ Leander ISD Contact Information

What LISD Campus/Department has requested that you complete this form?

What is the name of the LISD employee who requested that you complete this form?

W-9 Form to be Completed and Submitted

To expedite entry of your company or individual information, you are required to complete and/or upload the most current version of the W-9 form provided by the Internal Revenue Service (IRS). This form is required of both companies and individuals that are paid by the District.

Current W-9**Conflict of Interest with Leander ISD Officials or Administrators**

State of Texas law (Texas Local Government Code 176.003) requires that if any individual within your company is related to (by bloodline or by marriage), has a business interest with, or is an employer of an officer (board member, superintendent or administrator) of Leander ISD, the individual must submit a

Conflict of Interest Questionnaire (CIQ) form. The form is available through the Texas Ethics Commission and is required by law to be acknowledged by the individual by submission.

This form is not required if no such relationship exists.

Does a conflict exist between your company and the LISD officers?

- ☐ No
- ☐ Yes

No Guarantee of Business. Submission of this information does not constitute approval by the LISD Purchasing Department of your company as an awarded vendor nor does it guarantee any level of expenditure by our District with your company.

Formal Solicitations and Awarded Contracts. Vendors interested in doing business with Leander ISD are encouraged to register in our eProcurement system, [Ion Wave](#). Companies that have been awarded a contract through the LISD Purchasing Department are identified as an "Awarded Vendor" If an award is made to your company, the campuses and departments may make purchases from your company without further competition unless deemed in the best interest of the District.


Proper Order Processing by the District's Campuses or Departments. Acceptance of orders verbally or otherwise without an authorized purchase order or district credit card is done at risk of non-payment.

Affirmation by Submission of this Form. By submitting the form, the individual submitting this form affirms and certifies that they agree to the following requirements.

- The company or its subsidiaries will not conduct business with companies on the State of Texas Comptroller of Public Accounts (Comptroller's) [Divestment Statute List](#).
- The company or its subsidiaries will not boycott Israel.
- The individual submitting the form affirms they will accept full responsibility for adhering to any criminal history requirements under state law, including but not limited to Texas Education Code Section [22.0834](#). At no time shall is the company or it's representatives have unsupervised contact with students.
- As required by Texas Government Code Chapter [2274](#), companies that do business with a Texas governmental entity must certify that the company does not have a practice, policy, guidance, or directive that boycotts energy companies based on company practices or discriminates against a firearm entity or firearm trade association, and will not during the term of any contract with the District . Excluded from this requirement are vendors who are sole proprietors or have ten (10) or less employees.
- Texas Education Code, Section [44.034\(a-b\)](#), *Notification of Criminal History*, requires that a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. A firm that is a publicly-held corporation is not required to report or provide notice. If there are convictions to report, the notice is to be provided as a separate document within the proposal response. If there are no applicable convictions to report, no notice is required. If a felony conviction of an owner or operator of the entity must be reported, the notice must include the name of the individual, their title, and a general description of the conduct resulting in the conviction of a felony. The District may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice or misrepresented the conduct resulting in the conviction. The District must compensate the person or business entity for services performed before the termination of the contract.

By submitting this information to Leander ISD, I affirm and certify that the information is correct, accurate and without false statement.

▼ Individual or Authorized Representative Information

Name	Title
<div></div>	<div></div>
Email	Phone
<div></div>	<div></div>
Authorized Representative Signature	
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