

**QUEEN CITY INDEPENDENT SCHOOL DISTRICT**

**Vendor Application Form**

**Instructions:**

1. The application form should be completed and signed by an authorized representative of the vendor.
2. The application should be submitted (as noted below) with all supporting documents, including but not limited to:
  - a. W-9 Form
  - b. Conflict of Interest Questionnaire
  - c. One page certification for HB89
  - d. Felony Conviction Form
  - e. Certificate of Insurance (as appropriate for on-site professional services)
  - f. Certification of Criminal History Record Information (if working directly with students)

**Notice to Prospective Vendors:**

1. Vendors are not placed on the district’s approved vendor list until a purchase order is approved by the purchasing department.
2. Vendors must accept purchase order for all purchases. The district will not be responsible for payment for goods or services that are provided to Queen City ISD staff without an approved purchase order issued by the purchasing department.
3. All invoices must reflect the purchase order number and must be mailed, faxed, or emailed to Queen City ISD Accounts Payable Department (mailing address, fax number and email address are noted below).
4. All payments are net 30 days after receipt of the goods and/or services

Vendor Name:	
Vendor DBA , if appropriate	
Federal Tax ID of Social Security Number	
Type(s) of Goods or Services	
List any Co-Lo contacts such as TCPN, ESC, Buy Board, etc.	
Vendor Mailing Address:	
Vendor Remit Address: (if different from mailing)	
Vendor Phone Number:	
Vendor Fax Number:	
Vendor Website URL:	
Vendor Email Address:	

I hereby certify that the above information is true and correct. I further certify that I am the authorized representative of this vendor.

\_\_\_\_\_  
Vendor Authorized Representative (Print Name)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Vendor Authorized Representative (Signature)

\_\_\_\_\_  
Date

Forward completed application to: Queen City ISD, PO Box 128, Queen City, TX 75572  
via fax to (903) 796-0248, or via email to [cdowden@gcisid.net](mailto:cdowden@gcisid.net) (please note “vendor application” in subject line.)