



# Dallas Independent School District

**Please be advised that in order to obtain a Dallas Independent School District Vendor Number the following procedures should be completed:**

## **PLEASE READ CAREFULLY**

1. Please complete, sign and date all pages of the application. There are two pages to the application.
2. You **MUST** attach one of the following to the application: a **copy** of a social security card, **OR** a completed W-9 form.
3. On the application, **ALL** required fields **MUST** be completed.
4. Please indicate the type of product or service that you and/or your company will provide. You may choose from the attached category code list.
5. Participation of **ACH Payments** is recommended. If you would like to sign up for electronic payment, you **MUST** attach a copy of a voided check along with the application.

Please return or fax all completed forms to the address listed below. Please retain a copy for your records.

**Dallas Independent School District  
Attn: Vendor Database Manager  
3700 San Jacinto Ave Box 89  
Dallas, Texas 75204  
Fax: 972-925-4170**



**Dallas Independent School District**

**\*Indicates required fields**

**OFFICE USE ONLY**

Vendor # \_\_\_\_\_  
Date: \_\_\_\_\_

\* \_\_\_\_\_ If None \_\_\_\_\_  
Federal Employer Identification Number                      Social Security Number

**\*Business Name:** \_\_\_\_\_  
This name will appear on purchase orders and checks issued to your company.

**\*Mailing Address:** \_\_\_\_\_  
Address where purchase orders and all other correspondence should be sent.

**\*City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**\*Telephone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Fax**(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Remittance Address:** \_\_\_\_\_  
Address where payments should be sent. If same as mailing address, leave blank.

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Fax**(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Contact Information:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ @ \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Product Categories (see the attached category list)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>ACH Payment –Electronic Direct Payments</b>	
<b>A <u>voided check</u> must be attached</b>	
<b>Name on bank account</b>	_____
<b>ABA Routing #</b>	_____
<b>Account Number</b>	_____
<b>Contact person regarding ACH payments</b>	_____
<b>Contact Phone</b>	_____

**Minority/Women Business Enterprise**

**Certification**

Enter certification number and attach a copy of the certification.

NCTRCA \_\_\_\_\_  
 SCTRCA \_\_\_\_\_  
 HUB \_\_\_\_\_  
 SBA (8A or SDB) \_\_\_\_\_  
 D/FW MBC \_\_\_\_\_  
 National MSDC \_\_\_\_\_  
 Women's Bus. Council \_\_\_\_\_  
 City of Austin \_\_\_\_\_  
 City of Houston \_\_\_\_\_  
 Corpus Christi \_\_\_\_\_  
 TX DOT \_\_\_\_\_  
 Other Certification: \_\_\_\_\_

**Ethnicity/Gender**

Check all that apply.

African American M\_\_\_\_ F\_\_\_\_  
 Hispanic M\_\_\_\_ F\_\_\_\_  
 Native American M\_\_\_\_ F\_\_\_\_  
 Asian -Pacific M\_\_\_\_ F\_\_\_\_  
 Asian-Indian M\_\_\_\_ F\_\_\_\_  
 White F\_\_\_\_

**Chamber Membership**

Black Chamber \_\_\_\_\_  
 Hispanic Chamber \_\_\_\_\_  
 Native American Chamber \_\_\_\_\_  
 Asian Chamber \_\_\_\_\_  
 Other Chamber \_\_\_\_\_

**AFFIDAVIT**

By signing this form, the supplier certifies that to the best of their knowledge no company employee, either full or part time, owner, official, stockholder, subcontractor, or members of their immediate family, are members of the Board of Trustees or an employee of the Dallas Independent School District. The vendor further agrees, if requested, to provide to the District, a listing of the names of the owners, officers, key employees, major stockholders, any partners of the company, any subcontractors and a financial statement.

**Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a), states "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. The notice must include a general description of the conduct resulting in the conviction of a felony."**

**Subsection (b) states "a school 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 as required by Subsection (a) 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."**

**The district may terminate a contract with a supplier if the district obtains information that a person or owner or operator of the business entity has been convicted of a felony or a misdemeanor offense involving moral turpitude that the supplier did not disclose at the time of application. A supplier will be discharged if disbarred by a local, state, or federal agency.**

I do solemnly declare and affirm that the contents of this document are true. If applicable, I declare and affirm that I have included information to identify my firm as a current Minority Business Enterprise (MBE) or Woman Business Enterprise (WBE).

I understand that any material misrepresentation will be grounds for denial or revocation of registration as an active vendor with the Dallas Independent School District. I agree to immediately notify the Dallas Independent School District's Vendor Database Manager or Purchasing Office of any changes in the information I have provided herewith.

**Under penalties of perjury, I further certify that:**

1. The above information is true and correct.
2. No information pertinent to my application as a vendor has been omitted.
3. My firm **is / is not** owned nor operated by anyone who has been convicted of a felony.

**Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.**

**Company \_\_\_\_\_**

**\*Signature \_\_\_\_\_ Title \_\_\_\_\_**

00010	APPLIANCE MAINTENANCE AND REPAIR SERVICES
00020	APPLIANCE SUPPLIES
00030	APPLIANCES (I.E. DISHWASHER, REFRIGERATOR, WASHER, DRYER, ETC.)
00040	ARMORED CAR SERVICES
00050	ART SUPPLIES
00060	ATHLETIC EQUIPMENT AND SUPPLIES
00070	AUDIOVISUAL EQUIPMENT
00080	AUDIOVISUAL MAINTENANCE AND REPAIR SERVICES
00090	AUDIOVISUAL SUPPLIES
00100	AUTOMOTIVE MAINTENANCE AND REPAIR SERVICES
00110	AUTOMOTIVE SUPPLIES
00120	AUTOMOTIVE, VEHICLES MAJOR EQUIPMENT
00130	BOOKS, LIBRARY
00140	BUILDING/ CONSTRUCTION MINOR MAINTENANCE AND REPAIRS
00150	BUILDING/ CONSTRUCTION PROJECTS AND MAJOR RENOVATION
00160	BUILDING/ CONSTRUCTION SUPPLIES AND MATERIALS
00170	CAFETERIA AND KITCHEN EQUIPMENT
00180	CAFETERIA AND KITCHEN MAINTENANCE AND REPAIR SERVICES
00190	CAFETERIA AND KITCHEN SUPPLIES
00200	CLOTHING APPAREL
00210	COMPUTER EQUIPMENT
00220	COMPUTER MAINTENANCE AND REPAIR SERVICES
00230	COMPUTER SUPPLIES
00240	CONSULTANT/ PROFESSIONAL SERVICES
00250	COPIER MAINTENANCE AND REPAIR SERVICES
00260	COPIERS, PURCHASE/ LEASE
00270	CUSTODIAL EQUIPMENT
00280	CUSTODIAL MAINTENANCE AND REPAIR SERVICES
00290	CUSTODIAL SUPPLIES
00300	ELECTRICAL MAINTENANCE AND REPAIR SERVICES
00310	ELECTRICAL SUPPLIES
00320	EXTERMINATING SERVICES/ SUPPLIES
00330	FIELD TRIPS & OTHER CHARTERED TRANSPORTATION
00335	FIRE ALARM SYSTEM MAINTENANCE AND REPAIRS
00336	FIRE ALARM SYSTEM SUPPLIES
00337	FIRE ALARM SYSTEMS
00340	FOODS, BAKERY/ BREAD
00350	FOODS, CHEESE
00360	FOODS, DAIRY/ MILK
00370	FOODS, DRY/ STAPLES
00380	FOODS, FROZEN
00390	FOODS, ICE CREAM/ FROZEN SNACKS
00400	FOODS, JUICE
00410	FOODS, PAPER
00420	FOODS, PRODUCE
00430	FOODS, SNACKS
00440	FUEL
00450	PROMOTIONAL ITEMS
00460	FURNITURE, LIBRARY
00470	FURNITURE, OFFICE
00480	FURNITURE, STUDENT/CAFETERIA

00490	GASES AND CHEMICALS
00500	GROUNDS MAINTENANCE EQUIPMENT
00510	GROUNDS MAINTENANCE SERVICES
00520	GROUNDS MAINTENANCE SUPPLIES AND MATERIALS
00530	HEAVY EQUIPMENT
00540	HEAVY EQUIPMENT MAINTENANCE AND REPAIR SERVICES
00550	HEAVY EQUIPMENT SUPPLIES
00560	HVAC EQUIPMENT
00570	HVAC MAINTENANCE AND REPAIR SERVICES
00580	HVAC SUPPLIES
00590	INSURANCE
00600	LAB EQUIPMENT
00610	LAB MAINTENANCE AND REPAIR SERVICES
00620	LAB SUPPLIES
00625	LAND/ REAL PROPERTY/ REAL ESTATE
00630	LIGHTING EQUIPMENT
00640	LIGHTING MAINTENANCE AND REPAIR SERVICES
00650	LIGHTING SUPPLIES
00660	MAPS/ GLOBES/ FLAGS
00670	MATERIAL HANDLING EQUIPMENT
00680	MATERIAL HANDLING MAINTENANCE AND REPAIR SERVICES
00690	MATERIAL HANDLING SUPPLIES
00700	MEDICAL EQUIPMENT AND SUPPLIES
00710	MOVING/ HAULING/ WRECKER SERVICES
00720	MUSICAL INSTRUMENT MAINTENANCE AND REPAIR SERVICES
00730	MUSICAL INSTRUMENTS
00740	MUSICAL SUPPLIES
00750	NEWSPAPERS/ PUBLICATIONS/ PERIODICALS
00751	ADVERTISING
00760	OFFICE EQUIPMENT (I.E. FAX MACHINES, LAMINATORS, SHREDDERS, ETC.)
00770	OFFICE EQUIPMENT MAINTENANCE AND REPAIR SERVICES
00780	OFFICE SUPPLIES
00790	OIL, GREASE, AND LUBRICANTS
00800	PAPER (NON-CUSTODIAL)
00810	PARK AND PLAYGROUND EQUIPMENT, PRODUCTS, ACCESSORIES, AND SERVICES
00820	PLUMBING MAINTENANCE AND REPAIR SERVICES
00830	PLUMBING MAJOR EQUIPMENT
00840	PLUMBING SUPPLIES
00850	PRINTED FORMS
00860	PRINTER MAINTENANCE AND REPAIR SERVICES
00870	PRINTERS AND PERIPHERALS
00880	PRINTING EQUIPMENT
00890	PRINTING MAINTENANCE AND REPAIR SERVICES
00900	PRINTING SUPPLIES AND SIGNAGE
00905	POLICE SUPPLIES
00910	RENTAL, EQUIPMENT
00920	RENTAL, PROPERTY
00930	RENTAL, VEHICLES
00940	ROAD AND PARKING LOT MATERIALS

00950	SECURITY SYSTEM MAINTENANCE AND REPAIRS
00960	SECURITY SYSTEM SUPPLIES
00970	SECURITY SYSTEMS
00980	SOFTWARE
00990	TEACHING AND LEARNING AIDS
01000	TEACHING AND LEARNING CURRICULUM
01010	TELECOMMUNICATION EQUIPMENT
01020	TELECOMMUNICATION MAINTENANCE AND REPAIR SERVICES
01030	TELECOMMUNICATION SUPPLIES
01040	TEMPORARY SERVICES
01050	TEXTBOOKS
01060	THEATRICAL/ STAGE EQUIPMENT
01070	THEATRICAL/ STAGE MAINTENANCE AND REPAIR SERVICES
01080	THEATRICAL/ STAGE SUPPLIES
01090	TOOLS (NON-POWER) AND HARDWARE
01100	TOOLS AND HARDWARE MAINTENANCE AND REPAIR SERVICES
01110	TOOLS, POWER AND INDUSTRIAL (INCLUDING WELDING)
01120	TROPHIES, PLAQUES, AND AWARDS
01130	UNIFORMS AND ATHLETIC APPAREL
01140	VENDING MACHINES
01150	WASTE DISPOSAL SERVICES