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**BOARD OF TRUSTEES**

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**TO ALL VENDORS:**

Last year, the Hurst-Eules-Bedford I. S. D. changed many purchasing policies and procedures. This is a reminder to please follow these procedures when selling to the district.

- All Purchase commitments shall be made on a properly drawn and issued Purchase Order. You must receive a signed hard copy of the Purchase Order before a valid contract for payment exists between your company and Hurst-Eules-Bedford I.S. D.
- The District **shall not** be responsible for payment of invoices that DO NOT have a corresponding properly drawn Purchase Order.
- The District **shall not** be responsible for payment of invoices that do not have the Purchase Order number listed on the invoice. Invoices will be returned to the vendor.
- Employees who make purchases without a properly drawn Purchase Order shall be personally responsible for payment of invoice(s).
- All invoices shall be mailed to **the Hurst-Eules-Bedford I. S. D., Attn. Accounts Payable Department, 1849A Central Drive, Bedford, TX 76022.**
- All undisputed invoices shall be paid on a 30-day pay cycle.
- All payments **shall be mailed** from the District's Business Office.
- Vendors agree to accept District PO's and follow District payment terms.

Adherence to the above policies will allow the district to comply with state laws and pay on a timely basis. If you have any questions, please call me at 817/399-2036 or e-mail at [cindywillis@hebisd.edu](mailto:cindywillis@hebisd.edu)

Sincerely,

Cindy Willis

Cindy Willis  
Director of Purchasing

db

1849 A Central Drive, Bedford, Texas 76022-6096 817.283.4461 Metro 817.267.3311 FAX 817.354.3311

[www.hebisd.edu](http://www.hebisd.edu)

AN EQUAL OPPORTUNITY EMPLOYER

Hurst-Eules-Bedford I.S.D.  
Purchasing Department  
1849 Central Drive  
Bedford, TX 76022-6096  
Phone: 817/283-4461 FAX: 817/354-3558

Date: \_\_\_\_\_

**VENDOR APPLICATION**

*To be placed on the approved vendor list, please return this completed form to the above address*

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_

**ORGANIZATION**

\_\_\_\_ Individual      \_\_\_\_ Partnership      \_\_\_\_ Corporation

Yrs. in business \_\_\_\_ Incorporated in Texas \_\_\_\_ Other State \_\_\_\_

**NAMES OF OFFICERS, OWNERS, OR PARTNERS**

President \_\_\_\_\_ Vice President \_\_\_\_\_

Treasurer \_\_\_\_\_ Owners/Partners \_\_\_\_\_

Secretary \_\_\_\_\_

IDENTIFY EQUIPMENT, SUPPLIES, MATERIALS AND/OR SERVICES WHICH YOU FURNISH (LIST BRANDS, MANUFACTURERS, ETC.) If additional space is needed, use back of this page.

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CUSTOMER REFERENCES (Please include the company name, address, telephone and contact person)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



# Request for Taxpayer Identification Number and Certification

**Give form to the  
requester. Do not  
send to the IRS.**

Print or type See Specific Instructions on page 2	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,