

*VENDOR
INSTRUCTIONS*

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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

Sincerely,

Cindy Willis

Cindy Willis
Director of Purchasing

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

www.hebisd.edu

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All vendors, including individuals, must have a vendor number. A vendor number is required before a requisition can be processed. If a vendor number cannot be located, a vendor application must be completed. It can be downloaded from our website and faxed to 817-354-3558, Attn: Purchasing Department, sent as an attachment to an email to debbiebottorff@hebisd.edu, or mailed to the Purchasing Office, 1849A Central Drive, Bedford, Texas 76022, Attn: Purchasing Department.

Once Purchasing receives the application, it is entered into the district finance system and a vendor number is assigned.

A completed W-9 is required before the vendor number can be released.

Link to the vendor application:

<https://www.hebisd.edu/page.cfm?p=1953>

If you have any questions regarding vendor numbers please call Debbie Bottorff at extension 2035.