VENDOR INSTRUCTIONS
TO ALL VENDORS:

Last year, the Hurst-Euless-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-Euless-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-Euless-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
VENDOR INSTRUCTIONS

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.