We appreciate your interest in becoming a vendor with IDEA Public Schools. Before we can set you or your business up in our software system and do business with you, please fill out and return the vendor packet in its entirety.

Here are a few things to keep in mind:

Does your business accept purchase orders?

Do not perform services or fulfill any orders without an approved purchase order in place.

IDEA Public Schools is not responsible for materials, supplies or equipment delivered without an approved purchase order.

New Vendor (check one)

Name: 5 H P L W W R \$iGlittedeInt)/ V

Attention: Contact: Address: Address:

City: City:

State: Zip Code State: = L S & R G H

Telephone: Alt.Phone:

Fax: Email:

Individual's Social Security Number i.e.(123-45-6789)



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# Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

	1 Name (as shown	n on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/o	disregarded entity name, if different from above/	
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Print or type. See Specific Instructions			
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#### **CONFLICT OF INTEREST**

Before IDEA Public Schools cant seu or your business up as one of our approved vendors, we require a Conflidth terrest form to be completed. Fill out the attached form and return it as part of

#### SB9 FORMS

Before IDEA PubliSchools can set you grour business up as one of our approved vendors, weequire an SB9 form to be mpleted if you will have a direct contact with students. Fill outhe attached form and returnats part of your completed vendopracket

If you have angue

### Model SB9 ContractorCertification Independent Contractor

Introduction: Texas Education Code Chapter 22 requires an independent contractor who provides services to a school district to submit to a calrhistory review if the independent contractor will have continuing duties related to the contracted services and direct student contact. Each independent contractor must certify to the District that the contractor has complied.

The district may not obtain criminal histories **tdivid**ual independent contractors: The law requires each contractor to obtain the criminal historiets **o**bvered employees. For more information or to set up an account, a contractor should conta Dethas Department of Public Safety's Crime Records Services at (512) 424-2474.

A covered independent contractor with a disqualifying all history is prohibited from serving at a school district. The following offenses are disqualifying: (1) a conviction oriminal history information designated by the District; or (2) of the following offenses, if at the time of the

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Chapter 22 of the Texas Education Code irrespuentities that contract with public schools to obtain criminal history records on covered express. Covered employees with disqualifying criminal histories are prohibited from providing services to IDEA Public Schools ("IDEA). Contractors must certify to IDEA that they have mplied and must obtain illar certifications from their subcontractors. o

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