

**KERRVILLE INDEPENDENT SCHOOL DISTRICT**

1009 BARNETT STREET  
KERRVILLE, TX 78028  
(830) 257-2200 EXT. 225  
(830) 257-2248 FAX

**VENDOR SET UP REQUEST**

Please print and complete the company information below. Fax completed form to 830-257-2248

Company Name: \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address (If Different): \_\_\_\_\_

Billing Address (If Different): \_\_\_\_\_

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

Contact Person's Name and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Web Site Address: \_\_\_\_\_

Product Categories (Please describe products/services provided)

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

Please Check Applicable Box-

Are you and active approved vendor on:

<input type="checkbox"/>	Texas Building & Procurement CISV
<input type="checkbox"/>	The Cooperative Purchasing Network
<input type="checkbox"/>	Education Service Center
<input type="checkbox"/>	Region 20 Cooperative
<input type="checkbox"/>	Buy Board

Do you accept purchase orders?

Yes  No

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 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.

### AFFIDAVIT

I do solemnly declare and affirm that the contents of this document are true. Under penalties of perjury, I further certify that the above information is true and correct, no information pertinent to my application as a vendor has been omitted and my firm is not owned, nor operated by anyone who has been convicted of a felony.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Company \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Print Form

Email Form