REQUEST FOR VENDOR NUMBER ASSIGNMENT

PLEASE NOTE: ***ALL REQUESTS FOR VENDOR NUMBER ASSIGNMENTS MUST BE ACCOMPANIED BY A W9 FROM THE VENDOR TO BE CONSIDERED FOR APPROVAL.***

Requestor Name: _____ Phone: _____

Campus/Department: _____ Date: _____

Purchase Description: _____

REMITTANCE INFORMATION:

Company Name: _____

Contact Person: First Name _____ Last Name _____

Address: _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ Federal ID Number or SS# _____

Remittance Email: _____

ORDER ADDRESS INFORMATION:

Company Name: _____

Contact Person: First Name _____ Last Name _____

Address: _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ Federal ID Number or SS# _____

Email Address for Submission of Purchase Orders:

_____

HUB Certification: Texas _____ South Central Texas Regional Certification Agency (SCTRCA) _____

Other _____

Select One:

Certified by (Agency/Organization): _____

MinorityOwned Business (MBE1) _____ Small Business Enterprise (SBE1) _____

Woman Owned Business (WBE1) _____ Veteran Business Enterprise (VBE1) _____

Historically Underutilized Business (HUB1) _____ N/A _____

For SAISD Accounts Payable Use Only:

Assigned Vendor Number: _____

Assigned By: _____ Phone: _____ Date: _____

Comments: _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;

(B) a transaction conducted at a price and subject to terms available to the public; or

(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

***

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
ACH AUTHORIZATION FORM

I authorize San Antonio ISD to electronically deposit payments to the bank account noted below via Automated Clearing House (ACH) in accordance with applicable provisions of U.S. law.

This authorization will remain in effect until the District receives written notification of change or cancellation from me. I understand that if I fail to notify Accounts Payable in a timely manner that my account has changed or been cancelled and the funds are not able to be deposited into my account, that a replacement check will be produced only upon receipt of the original funds into the District bank account. This could take up to two weeks.

In the event that funds are erroneously deposited to the undersigned's bank account, I authorize San Antonio ISD to direct my bank to return any deposited funds to which I was not entitled by adjusting my bank account as appropriate.

Vendor Information:

Name: _____
(Please print name as it appears on the bank account)

Email: _____
(Please provide email address where notification of pending ACH should be sent)

Mailing Address: _____
Street Address *City* *State* *Zip*

Contact Name & Phone Number: _____
Name

_____
Phone Number

Select one:

☐ Checking Account ☐ Savings Account

Financial Institution Name: _____

Address: _____
Street Address *City* *State* *Zip*

Bank Routing Number: _____

Bank Account Number: _____

Signature: _____ Date: _____

As is evidenced by my attached "**Voided Check**" (Deposit slip is not acceptable).

- Voided Check or Bank Form must be provided.
- Payee named must appear on the voided check.

RETURN COMPLETED FORM TO: vendorpacket@saisd.net. Please allow 7 to 10 business days for processing.