Brackett Independent School District

# New Vendor Application

In order for Brackett ISD to process any type of payment and issue a purchase order, your organization or company information must be added or verified in our system. Please complete this Vendor Application and return promptly via email to accountspayable@brackettisd.net for consideration. If further assistance is needed, please contact us at (830) 563-2491.

## PLEASE PRINT OR TYPE

**Company/Organization Name:**

**Contact Phone Number:**

**Contact Email Address:**

**Website:**

## Business Information

**Business Type:**

**Age of Business:**

**If a contractor, is liability insurance available?** ☐ Yes ☐ No If yes, please provide a copy with this application.

**Contractor License No:**

**Expiration Date:**

**Contractor License Type:**

**Does your company /organization accept School District Purchase Orders?** ☐ Yes ☐ No

**Email address to send Purchase Orders to:**

**Is your company/organization under a Purchasing COOP (ex: Buyboard, TIPS, Omnia)?** ☐ Yes ☐ No

**If yes, COOP name:**

**Contract #**

## Business References:

| Name | Address | Phone Number |
|---|---|---|
| | | |
| | | |
| | | |

**Continue to Next Page ------>**

Brackett Independent School District

# New Vendor Application

## Mailing Address/Remittance Address for Check Payment

**Address:**

**City/State/Zip:**

**Issue Check To:**

## Physical Address (if different from Mailing)

**Address:**

**City/State/Zip:**

## ALL INVOICES MUST BE:

**Emailed to:**
accountspayable@brackettisd.net
(preferred method)

**OR**

**Mailed to:**
Brackett Independent School District PO BOX 586
Brackettville, TX 78832

## Terms and Conditions:

The Brackett Independent School District will issue Purchase Orders as the only method for all business transactions. Payment will be generated within 30 days after the items or service is received along with an original invoice. Purchase Order number must be indicated on all invoices. The Purchase Order is invalid without an electronic signature. Price increases must be approved by the Purchasing Department: accountspayable@brackettisd.net. By signing below, the vendor acknowledges and accepts these terms and conditions.

### District Payment Terms

Please note that Brackett ISD's standard payment terms are Net 30. The vendor's signature below indicates acceptance of these payment terms.

**Vendor Signature:**

**Date:**

Brackett Independent School District

# Vendor Application

**Purchasing Department**

**Vendor Name:**

**Please indicate what category or categories will be provided:**

- [ ] Agricultural equipment
- [ ] Athletics or PE supplies
- [ ] Architect/Engineering Services
- [ ] Clothing, Apparel, Uniforms
- [ ] Contracted Services
- [ ] Contracted Services for Instruction
- [ ] Construction Services
- [ ] Consultant Services for Professional Development
- [ ] Data Processing
- [ ] Communication and Media Equipment & Supplies
- [ ] Custodial Supplies
- [ ] Equipment Rental or Lease
- [ ] Financial Services
- [ ] Food Service Supplies & Equipment
- [ ] Fundraiser
- [ ] Furniture
- [ ] Guest Speakers
- [ ] Graduation Supplies
- [ ] Instructional Supplies
- [ ] Janitorial Supplies
- [ ] Lawn Maintenance Equipment
- [ ] Library and Research Services
- [ ] Machinery and Hardware
- [ ] Maintenance Equipment Repair Parts
- [ ] Maintenance Service
- [ ] Maps/Globes
- [ ] Medical Supplies
- [ ] Musical Instruments
- [ ] Office Supplies
- [ ] Official/Officers
- [ ] Photography
- [ ] Physical & Occupational Therapy
- [ ] Professional Development
- [ ] Promotional Items
- [ ] Printing Services
- [ ] Ribbons, Medals, Plaques & Trophies
- [ ] Speech Therapy
- [ ] Technology Related
- [ ] Transportation
- [ ] T-Shirts
- [ ] Vehicle Parts and Services
- [ ] Videos, Videodiscs, CD-ROMS
- [ ] Vocational Supplies
- [ ] Other:

Revised: 11/2026

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

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

**Give form to the requester. Do not send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

**Print or type.** See ***Specific Instructions*** on page 3.

**1** Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

**2** Business name/disregarded entity name, if different from above.

**3a** Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

**Note:** Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

**3b** If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

*(Applies to accounts maintained outside the United States.)*

**5** Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

**6** City, state, and ZIP code

**7** List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

| | | | – | | – | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

**or**

**Employer identification number**

| | | – | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

| **Sign Here** | **Signature of U.S. person** | **Date** |
|---|---|---|

# General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments**. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

# 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

_____ _____ _____

Name of signatory Signature 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.

BRACKETT INDEPENDENT SCHOOL DISTRICT
P.O BOX 586
BRACKETTVILLE, TX 78832-0586
Phone (830) 563-2491 www.brackettisd.net

# BRACKETT ISD Notice to Current Vendors and Contractors

*Education Code 11.005(c)-(d) and 28.0022(h) each require the District to provide a physical and electronic copy of its policy and procedure to every district or school contractor. The notice below is drafted to satisfy that requirement for the District's existing vendor base and to create a written acknowledgment on file for each vendor.*

**Re: Notice of District Policy CJ(LOCAL)—Contracted Services**

Dear Vendor,

Brackett ISD is providing this notice and copy of policy to each of its current contractors and vendors in accordance with recent changes to Texas law affecting district contractors, including Texas Education Code sections 11.005 and 28.0022.

As a District contractor, you and your employees or agents performing work under any agreement with the District are prohibited from engaging in, or assigning to another person, diversity, equity, and inclusion duties as defined by Texas Education Code section 11.005, and from engaging in any instruction, guidance, activity, or programming prohibited by Texas Education Code sections 28.0022 and 28.0043, including instruction, guidance, activities, or programming regarding sexual orientation and gender identity directed at students in prekindergarten through grade 12.

In accordance with state law, which requires that the District adopt a policy and procedure for the appropriate discipline, including termination, for violation of the above, and which also requires that the District provide a copy of said policies and procedures, the District hereby provides a copy of the following policies, which are codified within District Policy CJ (LOCAL):

| | |
|---|---|
| **Prohibited Classroom Instruction or Activities** | A District contractor is prohibited from intentionally or knowingly engaging in or assigning to another individual instruction, guidance, activities, or programming prohibited by law [see EMB(LEGAL)]. Violation of this policy shall result in termination of the contract. A District contractor shall be permitted to appeal this action in accordance with this policy. |
| **Prohibition on Diversity, Equity, and Inclusion** | A contract is subject to termination if the District contractor intentionally or knowingly:<br>• Engages in diversity, equity, and inclusion (DEI) duties for services rendered to the District.<br>• Assigns to another individual DEI duties.<br>A District contractor shall be permitted to appeal this action in accordance with this policy. |

A violation of these prohibitions may result in termination of your agreement with the District, subject to your right to appeal in accordance with District policy GF(LOCAL). A complete copy of policy CJ(LOCAL) is available for your review at www.brackettisd.net.

Please sign and return the enclosed acknowledgment confirming receipt of this notice and policy CJ(LOCAL) at your earliest convenience.

Sincerely,

Eliza Diaz

Eliza Diaz, Superintendent of Schools
Brackett ISD

# BRACKETT ISD Notice to Current Vendors and Contractors

*Education Code 11.005(c)-(d) and 28.0022(h) each require the District to provide a physical and electronic copy of its policy and procedure to every district or school contractor. The notice below is drafted to satisfy that requirement for the District's existing vendor base and to create a written acknowledgment on file for each vendor.*

## Acknowledgment of Receipt

I acknowledge that I have received a copy of Brackett ISD Board policies regarding the District's prohibitions on diversity, equity, and inclusion duties (Texas Education Code 11.005) and prohibited classroom instruction and activities (Texas Education Code 28.0022 and 28.0043). On behalf of the vendor/contractor named below, I agree to comply with these requirements in connection with any work performed for or on behalf of Brackett ISD.

Vendor/Contractor Name: _____

Signature: _____

Printed Name/Title: _____

Date: _____

Please return by hand delivery, mail or via email:
Brackett ISD
Veronica Ibanez
P.O. Box 586
Brackettville, TX 78832

Veronica.ibanez@brackettisd.net

Brackett Independent School District

# Brackett ISD (Business Office Only)

**Vendor Name:**

**Received by:**

**Date:**

**Reviewed by:**

**Date:**

## Approval Status:

- [ ] **APPROVED**
- [ ] **NOT APPROVED**