

# Vendor Approval Checklist

(For use by ESs to evaluate a vendor prior to submitting a Vendor Request in ES WEBfiles)

Only vendors who meet all of the following criteria for the correct type of vendor can be approved as school vendors. ESs, upon submittal of a Vendor Request in ES WEBfiles are verifying that all of the required criteria has been met according to the checklist below and this vendor has your approval for school usage. Please keep a copy of this checklist in your files at least until the vendor is approved or denied in ES Webfiles. Note the name of the person you spoke to for this vendor and the date for your future reference.

## For Product POs:

- I have checked ES Webfiles and see that this vendor is not on the currently approved, requested, or denied list.
- This vendor does not require prepayment and does accept school POs.
- This is not a strictly sectarian material vendor.
- The items I wish to purchase are not available elsewhere, or we are willing to wait longer for our materials.
- This vendor sells product that is "educational" in nature, as opposed to "toys".

## For Service POs:

- I have checked ES Webfiles and see that this vendor is not on the currently approved, requested, or denied list.
- This vendor does not require prepayment and will accept school POs.
- This course does not take place in a sectarian location with sectarian materials visible to students during the course session.
- I have verified that there will be no sectarian instruction from this vendor in our courses.
- I have verified that this vendor is not a public or private school. If so, consult with your ES Advisor before proceeding with a Vendor Request.
- I have talked to this vendor and they are interested in providing services to our students according to our school policies.
- This service is on our "School Restricted Courses" list and the vendor does provide High Risk courses. They are willing to fulfill the Additional Requirements for High Risk Activities. <http://www.ieminc.org/handbook/cprograms/schrestadd.htm>

List specifics to enter in the High Risk course description area of the Vendor Request.

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## **Vendor Contact info:**

Vendor Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Person I spoke to: \_\_\_\_\_ Date: \_\_\_\_\_