

Vendor Approval Request Form

(For use by ES or Parent to gather information about a new vendor. Do not use for non-business vendors.)
FULLY COMPLETED FORM goes to the ES who will evaluate this request according to the *Vendor Approval Checklist*, then enter the information online for any vendor they are approving.

Please Print

School Name: _____ Date: _____

Submitted by: _____ ES Name: _____

This request is for:

_____ Educational Materials

_____ Educational Services

_____ Special Ed. Services

_____ Subscriptions

Detailed, specific description of desired services, materials, etc:

Vendor Information:

If this request is not for a "business vendor", please create a Contract Programs Course in Webfiles instead of submitting a Vendor Request. Only vendors who meet the "criteria for vendor approval" listed on the Vendor Approval Checklist will be considered for approval. Information about "Unacceptable items" and "Criteria for vendor approval" are available at the schools' website. Contact your ES Advisor for more detailed information.

Vendor Name:

Vendor's Complete Address:

Vendor Phone: (_____) _____ Vendor Fax: (_____) _____

Vendor Website Address:

Vendor Contact/ Rep: _____ Contact/ Rep E-mail: _____

- This vendor provided high risk courses
- I am requesting this vendor for their non high risk courses only.
- I have reviewed this vendor and wish to make them available for high risk courses.