

Spring Hill ISD  
Adding New Vendor

Goal: To ensure a systematic process for adding new vendors. The process is designed to meet local guidelines related to vendor relation and procurement by a school district.

**Vendor Application**

1. The requestor shall forward the Vendor Application Packet to the prospective vendor. A new vendor must complete a new Vendor Application Packet.
2. The Vendor Application Packet shall include the following:
  - Form w-9
  - Conflict of Interest Questionnaire for Vendors
  - Felony Conviction Form
  - Criminal History Verification (if opportunity for direct contact with students)
3. The completed Vendor Application Packet should be forwarded by the requestor to the accounts payable clerk.

These forms are also required for vendors who have an in-active status in the Skyward system.

After all requirements have been met the new vendor can be entered into Skyward.