



# LEAKEY ISD

*"Soaring to Success"*



## VENDOR INFORMATION

### NEW VENDORS:

New vendors will be asked to complete and return the LISD Vendor Set Up Packet. The packet may be downloaded in PDF file format directly from the LISD website.

Go to [www.leakeyisd.net](http://www.leakeyisd.net)>Administration>Departments>Business Office>Vendor Information.

Email the complete packet to [businessoffice@leakeyisd.net](mailto:businessoffice@leakeyisd.net) or fax to (830) 232-5535.

1. Please complete, sign and date both pages of the application.
2. Attach a completed W-9 form.
3. Attach a completed Conflict of Interest Questionnaire (Form CIQ)
4. Provide a list of both trade references **AND** credit references. Include the name of business, mailing address, phone number, a contact name and email address.

### INVOICING AND PAYMENT:

Vendors shall submit invoices after delivery of products, or contracted services are rendered. The invoice shall be itemized, reference the purchase order number, and be signed by an authorized school district employee. Leakey ISD does not pay from delivery slips, packing slips, or estimates.

Mail Invoices to:

Leakey Independent School District  
Business Office  
P.O. Box 1129  
Leakey, Texas 78873

Invoices may also be emailed to [businessoffice@leakeyisd.net](mailto:businessoffice@leakeyisd.net) or faxed to (830) 232-5535.

Please contact the LISD Business Office with any questions at (830) 232-5595, Ext. 2103.

This school district and its Career and Technology Education Program does not discriminate on the basis of sex, disability, race, color, age or national origin in its educational programs, activities, or employment as required by Title IX, Section 504 and Title VI.  
Este district escolar y su Programa Educativo de Carrera y Tecnología no discriminan en base a sexo, discapacidad, raza, color, edad u origen nacional en sus programas educativos, actividades, o empleo como lo requiere el Título IX, Sección 504, y Título VI.