

4000 S. IH 35 Frontage, 7th Floor Austin, Tx 78704

GUIDELINES FORNDORS

1.

Permits will be granted only to vendors of products and services that will be used or consumed on the campus or that will be used in a campus funaitier. This permit is good for one year from the date issued. No sales direct or indirect, to teachers, staff members students, or parents will be permitted.

3. Vendorsmust complete the attached application of and submit to the Contract & Procurement Services or approval. Each application will be judged on the criteria of amount of profit to the school, credit received for unsold merchandise, easternarketing, support services provided been of the school

during statewide testingor at the end of a semester.

- 6. Vendorsare asked to avoid marketing the same productriore than one school in a feeder pattern. This can be checked by asking the principals about the feeder pattern for that school.
- 7. Permits will begranted upon the sole discretion of the Contract & Procurement Services office. Campusappointments are granted upon the sole discretion the campus administration and may be revoked at any time.
- 8. Vendors are forbidden from contacting members of the AISD Board of Trustees.
- 9. Vendors must have a Conflicts of Interqstestionnaire on file with the AISD Contract & Procurement Services officeVisit: https://www.austinisd.org/cp/ciq-online

Failure to abide by these guidelinersill result in the cancellation of theermit.

APPLICATION FOR VENDORS SALES PERMIT TO CONTACT SCHOOL PERSONNEL

Date:	
Company Name: Company Phone No*Please attach your business card and/or company brochure to this application .	
Address:	
Email address:	
Direct Phone #:	
Address:	
Phone No: Address:	_
If you want to sell to schools, fill out Section A. If this is for fund raising purposes, fill out Section B.	
SECTION A Brief description of product.	
SECTION B (For fundraising purposes only.) Description of product or service including range of unit costs and suggested retail costs, percentage profit earned school, guarantees provided for product or service and other pert inent information.	by
How is the product marketed?	
What services and support are provided school sponsors by vendor during the fundraising activity?	
Can unsold merchandise be returned to the vendor and credit issued to school? 6 H O H F W oneYES NO	
OFFICE USE ONLY	
Circle one: APPROVED or DENIED for reason(s) listed below:	
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