

4000 S. IH 35 Frontage, 7<sup>th</sup> Floor Austin, Tx 78704

## GUIDELINES FORMOORS

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 funaidser. 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 in and submit to contract & Procurement Services for approval. Each application will be judged on the criteria of amount of profit to the school, credit received for unsold merchandise, easemarketing, support services provided weeks of the school

during statewide testingor at the end of a semester.

- 6. Vendorsare asked to avoid marketing the same production 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 thesolediscretion 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 Inter**qst**estionnaire on file with the AISD Contract & Procurement Services office/isit: <u>https://www.austinisd.org/cp/ciq-online</u>

Failure b abide by these guidelinessill result in the cancellation of the

## APPLICATION FOR VENDORS SALES PERMIT TO CONTACT SCHOOL PERSONNEL

Date:	
	and/or company brochure to this application .
Address:	
Email address:	
	Direct Phone #:
Address:	
Phone No:	Address:
If you want to sell to schools, fil	I out <u>Section A</u> . If this is for fund raising purposes, fill out <u>Section B.</u>
<u>SECTION A</u> Brief description of product.	
	e including range of unit costs and suggested retail costs, percentage profit earned by r product or service and other pert inent information.
What services and support are	provided school sponsors by vendor during the fundraising activity?
Can unsold merchandise be ret	urned to the vendor and credit issued to school? 6 H O H F W oneYES NO OFFICE USE ONLY
Circle one: APPROVED or I	DENIED for reason(s) listed below:
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