

## **GUIDELINES FOR VENDORS**

1. All Vendors and their sales representatives who wish to enter an AISD school to contact teachers, counselors, principals or other staff, for fundraising or sales to the school, must obtain a permit card from Contract & Procurement Services. The permit allows entry to the campus and is not a product endorsement or assurance of an appointment or other consideration.
2. 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 fund-raiser. 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. Vendors must complete the attached application form and submit to it 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, ease of marketing, support services provided by Vendor.
4. Vendors are asked to present their permit to the school secretary when entering a campus. This card is a permit to enter the school, not an endorsement of a product or service.
5. Vendors are asked to limit contacts. No school visits are to be made during the first two or last two weeks of the school year, during statewide testing, or at the end of a semester.
6. Vendors are asked to avoid marketing the same product in more 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 be granted upon the sole discretion of the Contract & Procurement Services office. Campus appointments are granted upon the sole discretion of 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 Interest questionnaire on file with the AISD Contract & Procurement Services office. Visit: <https://www.austinisd.org/cp/ciq-online>

Failure to abide by these guidelines will result in the cancellation of the permit.

**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: \_\_\_\_\_

Representative's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Representative's Immediate Supervisor: \_\_\_\_\_

Phone No: \_\_\_\_\_ Address: \_\_\_\_\_

**If you want to sell to schools, fill out Section A. If this is for fundraising 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 by school, guarantees provided for product or service and other pertinent information.

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? Circle one: **YES NO**

**Office use only**

**Circle one: APPROVED or DENIED for reason(s) listed below: \_\_\_\_\_**

\_\_\_\_\_  
Melissa Bishop, Contract & Procurement Services

1. Direct sales to teachers and/or students are not allowed.
2. Students cannot take advertisements home to parents.
3. The Food Service Dept. has recommended against this project.
4. Insufficient profit potential.
5. Strategic Supply Agreement already in effect on items sold by this company.
6. Requires approval of the associate superintendent of academics.
7. Other \_\_\_\_\_

Date Recvd: _____
Date mailed: _____
Exp Date: _____