



North East Independent School District

8961 TESORO DRIVE- SAN ANTONIO, TEXAS 78217

Office of Procurement
& eCommerce

July 1, 2019

Dear Vendor:

North East Independent School District uses the following procedures for becoming an approved vendor for fund raising. Being an approved fundraising vendor does **NOT** mean your company is approved for Crowd Source Fundraising. Crowd Source Fundraising is permitted only on NEISD pre-approved websites. Please contact the Procurement Department for information on Crowd Source Fundraising.

NEISD screens all campus volunteers and regular visitors to North East campuses. A new vendor and/or new sales representative wishing to contact the campuses for fund raising events are asked to submit an application and a Contractor/Independent Contractor Affidavit form. There will be a one-time charge of \$25 per sales representative to offset processing. All new vendors interested in contacting NEISD campuses must submit the attached application along with \$25. All new vendors that have a sales representative that will be making visits to any NEISD campus must submit the application and the Contractor/Independent Contractor Affidavit form for each sales representative along with \$25 per sales representative. (Example for charges: \$25 per vendor, \$25 per vendor with one sales representative, \$50 per vendor with two sales representatives.) Approved vendors from previous school years that have a new sales representative must contact the Procurement and eCommerce Department to request a Contractor/Independent Contractor Affidavit form. There will be a charge of \$25 for each new sales representative.

NOTE: It may be determined that some fund raising vendors need to be fingerprinted by the State of Texas to access any District site before a fund raiser may begin. An affidavit will be submitted for each representative assigned to the fund raiser. Human Resources will review all affidavits to determine if fingerprinting is required. Any and all costs incurred for the fingerprinting process will be paid by the vendor. Instructions for the fingerprinting process will be given at the time it is determined fingerprinting is required.

The School Health Advisory Council approved new guidelines for school-sponsored fund raising activities that involve serving or selling food. The Executive Staff of North East Independent School District approved the new guidelines for implementation beginning in the 2012-2013 school year. Specifically, candy will not be allowed. Prepackaged gift items with candy are allowed provided they are part of a fund raising project that includes a majority of other gift items (nuts, jewelry, gift wrap, etc.) or in catalog sale. Any vendor offering only candy will not be approved for fund raising.

All applications and Contractor Affidavit forms must be returned to the Procurement and eCommerce Department at 8961 Tesoro, Suite 317, San Antonio, TX 78217. Approval letters will be issued as information is received back from the Department of Public Safety. If you have any questions please call the Procurement and eCommerce Coordinator at 210.407.0407 or pwebst@neisd.net.

Sincerely,

David C. Bohannon
Executive Director of Procurement & eCommerce
Attachments (2)