

Cypress-Fairbanks Independent School District

FUND-RAISER VENDOR INFORMATION FORM

Company / Vendor Name: _____

Chief Executive Officer: _____

Tax ID: (Social Security Number or Employee ID Number) _____

For Cy-Fair I.S.D. Use Only

" Application

" References

" Commissions

" Literature

" Approved _____

Vendor Pass Issued To:

Representative Name: _____

Mailing Address: _____

City: _____ State/Province: _____ Zip Code: (9 digit) _____

Telephone: _____ Fax: _____

E-Mail: _____ Web Site: _____

Billing Information

A/R or Purchase Order Contact: _____

Mailing Address: _____

City: _____ State/Province: _____ Zip Code: (9 digit) _____

Telephone: _____ Fax: _____

E-Mail: _____ Web Site: _____

Doing Business as: (Check one)

Corporation Proprietorship Partnership Individual

Type of Business: (Check as applicable)

Retail Distributor Broker Manufacturer Other _____

Number of years operational under this business name: _____ years.

Product Discount Terms: _____

Minimum Order Requirement: (if any) _____

Service Policy: (if applicable) _____

Back Order Policy: (if applicable) _____

Form Completed By: _____ Date: _____

Please return the completed Fund-raiser Vendor Information Form to:

Cypress-Fairbanks Independent School District

Attention: Marty Edwards, Director of General Administration

P. O. Box 692003, Houston, Texas 77269-2003 or

11330 Falcon Road, Houston, Texas 77064

281-517-6367

FUND-RAISER PROGRAM INFORMATION

General Information

In an effort to maintain appropriateness of products offered as fund-raisers to our schools, the Cypress-Fairbanks Independent School District requires all vendors to show written authorization from General Administration before contacting any school or organization. A Vendor Pass may be approved after review of:

- Fund-raiser Vendor Information Form
- References
- Commission proposed
- Product and Program literature (**required for all fund-raising programs**)

Upon approval, the Director of General Administration will issue a Vendor Pass, which will serve as an introduction to be presented to the building administrator. An approved fund-raiser vendor must present their fund-raising program to the principal (or designee) or a PTO / Booster Club representative for consideration. The principal at each campus is the final authority for meetings or presentations at that school. **This pass does not require that a campus must meet with fund-raiser vendor or participate in a fund-raising program.**

Fund-raiser Vendor Fair

Cypress-Fairbanks Independent School District organizes an annual Fund-raiser Vendor Fair inviting vendors to display their products. This fair provides an opportunity for club sponsors, PTOs, and booster clubs to shop for various products available in planning for their upcoming fund-raisers. Only approved fund-raiser vendors will be invited to participate in our annual Fund-raiser Vendor Fair. To participate in the Fund-raiser Vendor Fair, contact Sheryl Huebner, 281-517-2123.

Program

Briefly describe the fund-raiser program offered.

References

Provide a minimum of five (5) references where the proposed fund-raising program has been successful. Vendor must provide contact names and phone numbers.

	Organization	Contact Name	Phone Number
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____

Commission

Describe in detail below or by attachment the commissions offered.

Brochures/Additional Information

Attach to this application brochures, program information and documents related to the fund-raiser program.