

Golden Valley Charter School Vendor Approval Request Form

Thank you for your interest in adding a vendor to the GVCS approved vendor list. Please make sure that you read and understand the Vendor Approval Guidelines prior to requesting a new vendor. **All requests must include a catalog, brochure or other document which will provide the necessary information to GVCS in order for an approval decision to be made.** The document should, at the very least, contain information on who the vendor is, what service or materials will be provided, and the approximate cost of services and materials. The submitted items will not be returned. *Parents please submit this request through your ES only.*

Parent requesting vendor: _____ ES: _____ Date: _____

This request is for: _____ Educational Materials _____ Educational Services

Description of services, materials, etc. _____

Vendor Name: _____

Vendor Complete Address: _____

Vendor Phone: (____) _____ Vendor Fax: (____) _____

Vendor Website Address: _____

Vendor Contact: _____ Contact e-mail: _____

This vendor (must answer all questions):

Accepts purchase orders Yes _____ No _____

Submits invoices after the receipt of said goods and services Yes _____ No _____

Is open to and serving the general public Yes _____ No _____

Has a business license Yes _____ No _____

Service Vendors Only(must answer all questions completely):

This vendor:

1. Is authorized with the California Department of Justice to submit background checks Yes _____ No _____

2. Requests records on *all* applicants, employees and volunteers that may have supervisory or disciplinary control over a minor: Yes _____ No _____

List *all* employees who will have contact with minors: _____

List *all* locations where students will receive services: _____

3. Maintains a \$1,000,000 liability insurance policy for the business Yes _____ No _____

Only vendors who meet the vendor approval guidelines will be considered for approval. This information is available on the school's website.

Office Use Only:

_____ Approved _____ Denied Reason: _____

Signature _____ Date _____