



COMFORT INDEPENDENT SCHOOL DISTRICT

Dr. Tanya Monroe, Superintendent
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Dear Vendor,

Thank you for your interest in doing business with Comfort ISD. Small businesses, minority-owned firms, and women's business enterprises are encouraged to participate in our procurement process.

Please help us to pay authorized bills in a timely manner by ensuring that the following policy requirements are followed.

PURCHASE ORDERS: All purchases must be on a properly drawn purchase order issued by the Business Office before the goods are ordered, delivered or the services rendered. Comfort ISD will not be responsible for payment of goods or services on unauthorized purchases; persons making unauthorized purchases shall assume full responsibility for all such debts. The purchase order number must be included on all packages, invoices, shipping papers, credit memos and other correspondence.

INVOICING: It is increasingly important to have the correct address for United States Postal Service delivery. **Please address all original invoices to: Comfort ISD, Accounts Payable, P O Box 398, Comfort, Texas 78013.**

PAYMENT: Monthly bills are paid at the school board meeting, which is held the second Monday of each month. Invoices will not be paid without a purchase order and only after the purchase order is complete. Payment of a satisfactorily completed purchase order having an accompanying, original authorized invoice may be expected within 45 days.

PRICING AND FREIGHT: Goods or services purchased by Comfort ISD purchase order shall be considered delivered and freight prepaid unless especially noted on the bid, contract, or purchase order. Price increases are not allowed without written authorization from the purchasing authority.

WARRANTY: When goods or services sold to Comfort ISD have no written warranty statement or disclaimer or warranty presented to the purchasing authority, a one-year parts and labor warranty will be assumed to be a part of the contract of purchase.

Please update your files to include our supervisory staff for the 2019-2020 school year: Dr. Tanya Monroe, Superintendent; Barbara Flores, Business Manager; Darren Williams, High School Principal; Michael Colvin, Middle School Principal; Angela Westerfield, Elementary School Principal; Brandon Easterly, Athletic Director; Susan Lantz, Network Manager and Josh Limmer, Director of Operations, Safety and Student Support Services.

In addition, please note that Comfort ISD is a tax-exempt organization. Our identification number is 74 6000548.

Please ensure that all departments receive this information. If these procedures are not followed, payments to your company may be delayed. Thank you for your assistance in helping CISD better serve you.

Vision
"Cultivating Hearts and Minds"