



Dear Vendor:

Boerne ISD wishes to be a good customer and pay for authorized bills in a timely manner. Achieving this goal will require that we inform BISD vendors of the procedures necessary to be a good customer and still follow State Purchasing Law and Board Policy:

Board Policy CH (Local)

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts. All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.

All purchases from Boerne ISD must be on a properly drawn purchase order issued by the Purchasing Department. To be paid, you must have a Boerne ISD purchase order that was issued before the goods are ordered, delivered or the services rendered. In the event that an order for merchandise or services is placed without a purchase order, Boerne ISD will not be responsible for payment of the goods or services and you will need to invoice the person that placed the order.

We need your help with the following:

Vendor Information:

1. A current/updated W9 should be mailed to Boerne ISD, Attn: Eddie Ashley, 235 Johns Rd., Boerne, TX 78006 or emailed to eddie.ashley@boerneisd.net.
2. Please provide an email address, remit address, phone number, and website.

Invoices:

1. All invoices should be mailed to Boerne ISD, Attn: Accounts Payable, 235 Johns Rd., Boerne TX 78006 or emailed to accounts.payable@boerneisd.net. Mailing your invoice to the BISD Business Office facilitates timely payment. Obtaining an original invoice that was delivered or mailed to another address is time consuming and will delay payment.
2. All invoices should reference PO number.
3. All orders must be full/complete. We will not pay partials orders.

Delivery:

1. All orders should be delivered to the BISD Warehouse, as stated on the Purchase Order, located at 320 South Esser Rd., Boerne TX 78006. C.O.D. shipments will not be accepted.
2. Transportation or shipping charges, if any, must be included as part of the purchase order or contract.

Any changes to an issued purchase order involving price, amounts ordered or items ordered may be changed only by the Purchasing Department in writing: Please call 830-357-2026 or email eddie.ashley@boerneisd.net to help on your purchase.

Please note that this letter serves as notice that Boerne ISD will not be responsible for any merchandise/goods or services purchased or delivered without an authorized BISD purchase order or contract.

Sincerely,

Eddie Ashley

BISD Director of Purchasing