



California Pacific Charter Schools • Community Collaborative Charter Schools

New Vendor Request FAQ

Can anyone request a new Product or Service Vendor?

Parents and Educational Specialists (ES) grow our vendor list. Vendors are “sponsored” by Excel staff members or families. If you have a student with Excel, you can become a vendor but your children cannot use their funds for your services.

I am a parent, how do I request a new Service Vendor?

Talk to the Vendor and ask them if they are interested in being a vendor for us. Make sure they: (1) do not provide any religious materials or services, (2) have a business license, and (3) accept Purchase Orders (NET 30). If they do, complete a new vendor request form and then give it to your Educational Specialist (ES).

I am an Excel parent, how do I request a new Materials Vendor?

Do some research online and make sure the materials vendor: (1) does not sell any religious materials, (2) is open to the general public and (3) will accept Purchase Orders (NET 30). If they do, complete a new vendor request form and then give it to your Educational Specialist (ES).

How long does it take for my requested vendor to become an Approved?

We cannot give you a timeline on when or if your requested vendor will become an approved vendor. The process requires information from the vendor and processes from third party agencies that are all beyond our control. Some vendors do not put a high priority on completing their applications and others never complete them at all. Others do not send in the proper documentation for fingerprinting or taxes and we cannot approve them without those things. In addition, the fingerprinting clearance is done by another agency and sometimes their processes take longer than expected.