

CALIFORNIA PACIFIC CHARTER SCHOOLS—EXCEL ACADEMY
VENDOR & CURRICULUM REQUEST FORM 2018-2019 SCHOOL YEAR



DEAR FAMILIES: Please complete the top (white) portion of this form before giving it to your Teacher of Record (TOR) to prescreen for approval as a vendor with CPCS/Excel. Thank you!

FAMILY NAME _____ **DATE** _____ **T.O.R. NAME** _____

THIS REQUEST IS FOR:

EDUCATIONAL MATERIALS EDUCATIONAL SERVICES/CLASSES OTHER SPECIAL EDUCATION SUBSCRIPTIONS

PLEASE GIVE A DETAILED AND SPECIFIC DESCRIPTION OF DESIRED SERVICES AND/OR MATERIALS:

VENDOR BUSINESS NAME _____ **VENDOR CONTACT**

NAME _____ **VENDOR PHONE** _____

VENDOR'S COMPLETE ADDRESS _____

WEBSITE _____ **EMAIL** _____

NEW VENDOR PRE-SCREENING: This portion of the form will be completed by the Teacher of Record BEFORE a vendor application will be sent by CPCS/Excel's Vendor Department to the potential vendor. Only vendors who meet the criteria below and who send in a completed application packet will be considered for approval.

FOR PRODUCT & SERVICE POS:

I have checked CPCS/Excel's website to ensure that this product and/or service vendor is not already approved.

I have verified that a vendor application is not already in process on the Vendors Worksheet located on the Google share drive.

This product and/or service vendor's website is non-sectarian. If a question arises, please consult with your ES Advisor before proceeding with a vendor request.

I have verified that there is not a like vendor with similar services already offered within a 15-mile radius.

FOR PRODUCT POS:

This materials vendor does not require prepayment and understands that payment will be made within 30 days from the time that: 1) The materials have been received and 2) a correct invoice has been received by CPCS/Excel from the vendor (Net 30).

This materials vendor will accept purchase orders (as opposed to credit card, cash, check, etc.).

This is a non-sectarian (nonreligious) materials vendor. The vendor understands they cannot provide any materials containing or referring to religious content. If a question arises, please consult with your ES Advisor before proceeding with a vendor request.

FOR SERVICE POS:

This vendor is not a public or private school. If so, please consult with your ES Advisor before proceeding with this request.

The vendor understands they cannot provide any service/materials containing or referring to religious content.

This service vendor does not require prepayment and understands that CPCS/Excel is unable to pay for services prior to them becoming a vendor with CPCS/Excel and that families cannot personally be reimbursed.

This service vendor will accept purchase orders (as opposed to credit card, cash, check, etc.). It has been explained that they will receive clear instructions in the vendor packet for invoicing the school and that CPCS/Excel has 30 days to pay once services have been rendered. The vendor MUST be willing to invoice CPCS/Excel through the vendor billing site provided by CPCS/Excel.

Unless the vendor has an ORI number (through the Department of Justice), a NEW Live Scan (fingerprinting) MUST be completed for every separate institution/school. The Department of Justice does not share information between schools, so it is the vendor's responsibility to obtain a new Live Scan in order to finalize the application process with CPCS/Excel.

I _____ (T.O.R. NAME) have spoken with this product and/or service vendor, and they are interested in providing services to our students according to CPCS/Excel's policies.

PERSON I SPOKE TO: _____ **DATE:** _____

NOTE TO TEACHER OF RECORD: Once the prescreening process has been completed, please email this form to Erin Rynders at erynders@excelacademy.education. Regular updates are posted on the Vendors Worksheet located on the Google share drive. Thank you!