Amarillo College
PO Box 447
Amarillo, TX
79178-0001

Amarillo College®

Vendor Authorization/Change Form

A vendor signed W-9/W-8 BEN, vendor name, tax ID, type of business, type of purchase/payment, PO address, and requestor information are REQUIRED for all new vendor set-ups as well as a Conflict of Interest form.

☒ New ☐ Change **Vendor #** **Date:**

Vendor Name:		**Federal Tax ID #**
Name Used by IRS (if different from above)		☐ TIN/EIN ☐ SSN ☐ ITIN ☐ No SSN/TIN

Type of Business

Section A - W-9 (& CIQ if applicable)

☐ Corporation C or S ____ ☐ Government Entity ☐ Individual/Sole Proprietor (US Citizen)
☐ Partnership ☐ Exempt from backup withholding Exempt payee code _____ ☐ Other (please explain): _____
☐ Non-Profit/501©Entity
☐ Limited Liability Company. Enter the tax classification (C = corporation, S = S corporation, P = partnership) _____

Section B - W-8 BEN Required

☐ Foreign Nonresident Individual ☐ US Agent of Foreign Person/Entity ☐ Foreign Entity (other than individual)

Type of Purchase/Payment

☐ Provider of Medical Services ☐ Goods ☐ Performer ☐ Attorney ☐ Royalty
☐ Speaker/ Lecturer ☐ Services ☐ Consultant ☐ Auditor

Description of Services/ Reason for payment (required):

PURCHASE ORDER	☐ Remit to address same as PO address ☐ Send 1099 to this address				
Primary Name (if different than above)					
Address					
City		State		Zip	
Foreign Province		Country			
Contact Name		Email			
Phone		Fax			
PO DISPATCH	Email		Fax		
REMIT TO	☐ Send 1099 to this address				
Name (if different than above)					
Address					
City		State		Zip	
Foreign Province		Country			
Contact Name		Email			
Phone		Fax			

College Contact (required) -Email notification of vendor set up will be sent to this contact			
Name		Phone	
Department		Fax	
Email to notify complete vendor setup			

Email form to Purchasing-department@actx.edu

Please specify if business is classified as a HUB (Historically Underutilized Business) by any State Government

To All Vendors

Texas Law requires that certain vendors doing business with Amarillo Junior College District MUST fill out the referenced Conflict of Interest Questionnaire form. Please return via email to either Trae Kepley snkepley25@actx.edu or Maureen Hood mehood@actx.edu or fax to 806-371-5372.

The law requires you to disclose any family, employment, or business relationships with any of the below listed local government officers or any gifts provided to them (other than food, lodging, transportation, or entertainment accepted as a guest) with an aggregate value of more than $2,500 to the officer or family member in the previous 12 months. Covered transactions include services or property.

Board of Regents List

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CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the vendor meets.requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of 1he local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

_____

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B tor each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

◯ Yes ◯ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

◯ Yes ◯ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

_____ _____

Signature of vendor doing business with the governmental entity Date

House Bill 89 Verification Form

Prohibition on Contracts with Companies Boycotting Israel

The 85th Texas Legislature approved new legislation, effective Sept. I, 2017, which amends Texas Local Government Code Section I. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

1. does not boycott Israel; and
2. will not boycott Israel during the term of the contract

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, (authorized official) _____, do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title IO, Government Code Chapter 2270 and that the company named below:

1. does not boycott Israel currently; and
2. will not boycott Israel during the term of the contract; and
3. is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at https://comptroller.texas.gov/purchasing/publications/divestment.php

_____

Company Name

_____

Signature of Authorized Official

_____

Title of Authorized Official Date

PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ENERGY COMPANIES

If Respondent is required to make a verification pursuant to Section 2274.002 of the Texas Government Code, Respondent verifies that Respondent does not boycott energy companies and will not boycott energy companies during the term of the Contract. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the certification is not required.

Exemption criteria includes the following:

1. Company employs less than 10 full-time employees; AND
2. Value of the contract is less than $100,000
3. Term "company" does not include a sole proprietorship.

“Boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by Paragraph (A).”

I, _____, the _____
(Name of Certifying Official) (Title or Position of Certifying Official)

of _____,
(Name of Company)

does hereby verify on behalf of said company to Amarillo College that said company: (check one)

◯ 1) does not Boycott energy companies and will not Boycott energy companies (as that term is defined in Texas Government Code Section 809.001) during the term of this contract;

◯ 2) Company is a sole proprietorship;

◯ 3) Company employs less than 10 full-time employees; AND Value of the contract is less than $100,000

_____
Signature of Certifying Official

_____
Title

_____
Date of Certification

PROHIBITION ON CONTRACTS WITH COMPANIES THAT DISCRIMINATE AGAINST FIREARMS ENTITY OR TRADE ASSOCIATION

If Respondent is required to make a verification pursuant to Section 2274.002 of the Texas Government Code, Respondent verifies that it (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the verification is not required.

Exemption criteria includes the following:

1. Company employs less than 10 full-time employees; AND
2. Value of the contract is less than $100,000

"Discriminate against a firearm entity or firearm trade association": (A) means, with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; and (B) does not include: (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (ii) a company ’s refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship: (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity ’s or association ’s status as a firearm entity or firearm trade association.”

I, _____, the _____
(Name of Certifying Official) (Title or Position of Certifying Official)

of _____,
(Name of Company)

does hereby verify on behalf of said company to Amarillo College that said company: (check one)

◯ 1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association;

◯ 2) Company employs less than 10 full-time employees; AND Value of the contract is less than $100,000

_____
Signature of Certifying Official

_____
Title

_____
Date of Certification