



Puyallup School District

Dr. Tony Apostle, Superintendent

VENDOR NOTIFICATION

Dear Vendor:

Your partnership with the Puyallup School District as a service provider is invaluable and greatly appreciated. The District has implemented guidelines for processing and approving contract-based purchases of goods and services. This transaction has been classified as a contract-based purchase. As a result, the District requires that the contract document be approved by the Board of Directors prior to providing the service or product. It is important to understand that until Board approval is granted, no contract or agreement is legally binding on the District. The approval process is as follows:

1. The vendor and district representative will agree on the terms of the service or product to be provided.
2. The contract or agreement will be forwarded to the Puyallup School District's Purchasing Department for review and Board approval preparations. If additional information is needed or any discrepancy is found, you will be contacted immediately. Typically, the school board meets on a two-week interval.
3. Upon receipt of Board approval, the Purchasing Department will send a copy of the approved agreement and purchase order to the appropriate participants.

If you have any questions, please contact the Purchasing Department at (253) 435-6502.

Sincerely,

Laura Marcoe

Laura Marcoe
Director of Accounting & Purchasing