

Potential Vendors

If you are a vendor who would like to be placed on the bid list for potential consideration for bids and Requests for Proposals (RFPs) with Tombstone Schools, please following instructions.

1. Register as a vendor. We will need your business number or social security number for tax purposes. This also allows you to receive notice of our competitive sealed bids and proposals for the appropriate category. Please use the Vendor Application or a W-9 Form.
2. Respect our policies and procedures. We follow all legal requirements. There are usually good reasons for requesting the information required in the bidder registration, quotation, or bid forms. Be thorough and neat in responding to our requests. Remember that we may not have time or be allowed to decipher poor penmanship, request missing information, or permit a correction.
3. Deliver nothing until we have issues a purchase order. Chapter 10 of the Arizona Administration Code says we are not responsible for payment if a purchase order is not issued. To get a purchase order issued, it takes the approval of the department head, the finance clerk, and the superintendent. Please give our purchasing department at least a week to issue it.

A purchase order number must be on all documents. MSDS sheets must accompany all products if applicable. Mail invoices to:

Tombstone Unified School District #1

P.O. Box 1000

Tombstone, AZ 85638

Send invoices to the attention of Accounts Payable. Please notify us of incomplete shipments. Payment will be processed on complete orders only.