

# Canutillo Independent School District Financial Services

*Tomorrow's Best Today*

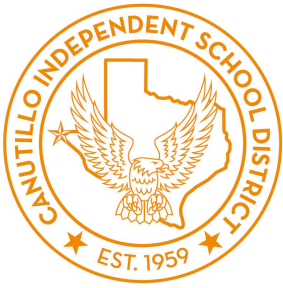
## Vendor Visits to Campuses Guidelines

- **Prior Permission shall be approved by the Purchasing Division.**
- **Please complete and submit One-Time Visit Permit.**
- **Purchasing Division will notify campus / group contact of decision.**
- **Forms and documentation/ profiles are to be completed before permission is granted**  
Vendor will take signed permission form to campus as verification
- **Visits & Time of visit will be left to the approval of each Principal.**
- **All visits and appointment set will be communicated to the CISD authorized campus office manager.**
- **Visits will be conducted during conference hour, before, or after class day. If visits need to be held during other than times noted previously, prior authorization from Associate Superintendent is required.**
- **If visit is cancelled, materials cannot be place in teacher's mailbox as the District will not be responsible for such items/materials.**
- **Copies of Driver License, Company/Organization ID Badge & Business Card will be submitted along with Permit Form to the Financial Services Department.**



Street Address: 7965 Artcraft Rd. • El Paso, TX 79932 | Mailing Address: P.O. Box 100 • Canutillo, TX 79835  
Phone (915) 877-7515 • Fax (915) 877-7415 • [www.canutillo-isd.org](http://www.canutillo-isd.org)

The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs



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Canutillo I.S.D. Administrative Procedures

## ONE-TIME CAMPUS VISIT PERMIT

The bearer of this form is authorized to visit or provide information as specified below:

Campus & Employee to visit: \_\_\_\_\_

Vendor Company Name & Vendor Employee to conduct visit: \_\_\_\_\_

Purpose of visit: \_\_\_\_\_

Authorized by (Purchasing Division): \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by Associate Superintendent (only if required) : \_\_\_\_\_ Date: \_\_\_\_\_

Date of proposed visit: \_\_\_\_\_

- PLEASE return form and attach a copy of Driver License, Company/Organization ID Badge & Business Card to this form and submit it to the Financial Services Department-**Attn: Purchasing Division.**

**All visits require a prior appointment set with visit to be conducted on conference periods AND will be left to the approval of each Principal. If visit is cancelled, materials cannot be placed in teacher's mailbox.**

**This authorization does not constitute an endorsement of this product/services by Canutillo ISD Administration.**

**GO Canutillo**  
07/10/19 EM

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