



## *Barbara Shurbet*

*County Auditor  
Titus County Courthouse*

Titus County Commissioners have requested individual credit cards. The limit on each card is \$ 1,000. Historically, commissioners have not had individual credit cards. Instead, one County credit card has been maintained in the county auditor's office and checked out as needed. This method will be continued for all elected officials except for commissioners. In total, the commissioners have checked this card out 16 times in the past 3 years.

This form provides the instructions for the use of the individual credit cards:

- 1) These cards are for emergency purchases only.
- 2) If the vendor is an approved vendor for the County, please call the auditor's office and request a Purchase Order. Do not pay with credit card.
- 3) If the vendor is not an approved vendor, then use of the credit card is acceptable.
- 4) If the card is used, then contact the auditor's office immediately or as soon as possible to request a purchase order. Same day reporting is requested.
- 5) Turn in receipt with signature and account code to be used for the payment as soon as possible.
- 6) Contact the vendor to collect the necessary information to have them set up as an approved vendor. New Vendor Packet is attached.
- 7) Purchases cannot be separated to circumvent the sequential purchasing state law requirements.
- 8) This card cannot be used to purchase fuel, oil or items for vehicles that are not owned by Titus County.
- 9) These requirements are subject to change if problems occur.

Many thanks to the commissioners for your attention to these accounting procedures. Please contact the auditor's office with any questions.

# Titus County Auditor

100 W. 1<sup>st</sup> Street, Suite 106, Mt Pleasant, Texas 75455

(903) 572-8101 † [auditor@co.titus.tx.us](mailto:auditor@co.titus.tx.us)

---

Dear Vendor:

Welcome to Titus County!

Attached please find information and forms that must be completed prior to doing business with Titus County. **Please note vendors must submit a completed and signed W-9 and a Certificate of Insurance.** Vendors should also visit the Titus County Webpage regularly for bid opportunities, information, and update. Please click on the purchasing link under County Information on the lower left side of the homepage at [www.co.titus.tx.us](http://www.co.titus.tx.us). I have also listed some helpful hints below to aid you in doing business with Titus County. Please contact the auditors office via email or phone should you have any questions or require assistance in completing this application. The purchasing contact is Ms. Linda Marshall. You can reach her at the above email and phone number.

Thank you for your interest in doing business with Titus County; we look forward to working with you!

Barbara Shurbet, Titus County Auditor  
Titus County, Texas

## **Helpful Hints:**

### **Vendors Should Always:**

- v' Request and obtain a Purchase Order Number from the County prior to delivering any items or performing services.
- v' Reference the Purchase Order Number on the invoice.
- v' Obtain a legible signature, the name and telephone number from the individual receiving the goods or services on behalf of the ordering department.

### **Vendors should NOT:**

- v' Accept orders without a Purchase Order Number. These orders are not the responsibility of Titus County.
- v' Modify orders unless the Auditor's Office has issued an amendment to the Purchase Order.
- v' Invoice for items that have not been delivered.

**Titus County Auditor Department**  
100 W. 1<sup>st</sup> Street, Suite 106, Mt Pleasant, Texas 75455  
Phone (903) 572-8101 ~ Fax (903) 572-1467 ~ [auditor@co.titus.tx.us](mailto:auditor@co.titus.tx.us)

---

**VENDOR REGISTRATION REQUEST FORM**

**Return this form with your application**

To: Titus County Auditor Dept.  
Fax: (903)-572-1467 or  
E-Mail: [auditor@co.titus.tx.us](mailto:auditor@co.titus.tx.us)

---

Requested by:

---

Phone

E-mail

---

Name of Vendor (As reported on Federal tax return)

---

Contact Name

---

Billing Address

City/State/Zip

---

Telephone

Facsimile

E-mail

---

**A COMPLETED AND SIGNED W-9 AND CERTIFICATE OF INSURANCE  
MUST BE ATTACHED TO THIS REQUEST**

---

**Titus County Auditor**  
100 W. 1<sup>st</sup> Street, Suite 106  
Mt Pleasant, Texas 75455  
Office: 903-572-8101 Fax: 903-572-1467  
<http://www.co.titus.tx.us/> Email: [auditor@co.titus.tx.us](mailto:auditor@co.titus.tx.us)

## VENDOR BILLING INFORMATION FORM

Return this form with your application

Please type or print information

---

Company Name	DBA Name
--------------	----------

---

Remittance Address

---

Purchase Order Address (if different)

---

A/R Contact	E-mail
-------------	--------

---

Phone	Fax
-------	-----

---

Sales Representative	E-mail
----------------------	--------

---

Phone	Fax
-------	-----

---

Tax ID Number	Discount if offered, terms
---------------	----------------------------

Certifications (Please include copies of certificates):

IS Certificate of Insurance Attached?	YES	NO
---------------------------------------	-----	----

IS W-9 Attached?	YES	NO
------------------	-----	----

---

Signature/Title	Date
-----------------	------

**Titus County, Texas**  
100 W. 1<sup>st</sup> Street, Suite 106  
Mt Pleasant, Texas 75455  
Office: 903-572-8101 Fax: 903-572-1467  
<http://www.co.titus.tx.us/> [Email: auditor@co.titus.tx.us](mailto:auditor@co.titus.tx.us)

**VENDOR INFORMATION – TYPE OF WORK OFFERED:**

**Return this form with your application**

1. Please list type of work for which you would like to be considered.

---

---

---

2. Please note that completion of this packet does not guarantee that you will be selected. Completion of this packet is an opportunity for you to notify elected officials of the type of work you are capable of performing.
3. If you would like to include a rate sheet with the hourly rate for the various types work you are offering to perform, please attach the rate sheet.
4. If rate sheet is attached when do these rates expire? \_\_\_\_\_  
MM/DD/YEAR

---

SIGNATURE/TITLE

DATE

## ***Conflict of Interests***

Beginning January 1, 2006, a new state law (Chapter 176 of the Texas Local Government Code) requires the filing of conflict-of-interest questionnaires by certain individuals and businesses.

The questionnaire requires disclosure of certain business and gift giving relationships, if any, the filers may have with commissioner's court members, the purchasing agent, and any other elected/appointed officials.

The new law applies to:

- businesses and individuals who contract with the County,
- businesses and individuals who seek to contract with the County, (regardless of whether a bidder is awarded the contract), and
- Agents who represent such businesses in their business dealings with the County.

If you have any questions about compliance, please consult your own legal counsel. Compliance is the individual responsibility of each individual, business, and agent who is subject to the law's filing requirement. A copy of this form is attached.

If you are required to file a Conflict-of-Interest Questionnaire, you should file with the county clerk by mailing it to the county clerk's office at:

Titus County Clerk  
100 W 1<sup>st</sup> Street, Suite 204  
Mt Pleasant, Texas 75455

Phone: 903-577-6796

Fax: 903-572-5078

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

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

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

### OFFICE USE ONLY

Date Received

**1** Name of person 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 the originally filed questionnaire becomes incomplete or inaccurate.)

**3** Name of local government officer with whom filer has employment or business relationship.

\_\_\_\_\_  
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes       No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes       No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes       No

D. Describe each employment or business relationship with the local government officer named in this section.

**4**

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC    <input type="checkbox"/> C Corporation    <input type="checkbox"/> S Corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <p><b>6</b> City, state, and ZIP code</p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
<b>OR</b>					
<b>Employer identification number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person ▶

Date ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*