

Vendor Verification Policy

Effective: July 9, 2021

Reference Number: II-7

I. Introduction:

This policy outlines the verification process for a vendor to do business with the City of Wichita Falls. This policy exists to protect vendors' payments and contracts the City engages in. Effective 10/01/2021 vendors not in compliance with this policy will be unable to continue business with the City and will not be issued payment or contract agreements.

II. Policy Statement:

The Finance Department, through the Purchasing Division, seeks to provide equipment, materials, supplies, and services at economical prices while evaluating the most advantageous offer and taking into account the needs and best interests of the City. The Purchasing Division strives to:

- A. Communicate clearly to vendors and help simplify the City's procurement process
- B. Build trust between customers and suppliers
- C. Handle all supplier questions and concerns in a fair, prompt, and courteous manner
- D. Observe strict truthfulness and highest ethics in all transactions and correspondence
- E. Assist vendors and departments with contractual problems and other issues related to contractor performance, product delivery, and payment disputes or delays
- F. Pursue and utilize procurement methods that are efficient in meeting the needs of the City

III. Vendor Information:

The City looks forward to and appreciates the connection between vendors who provide goods and services and the mission of the City. For vendors who wish to do business with the City, the Purchasing Division serves as the primary point of contact when the purchase of goods and services are required for the City.

IV. Information Required:

For vendors engaging in business with the City of Wichita Falls, the following is required to receive payment and enter contract terms. This process is considered pre-performance and the documentation listed below is required for payment processing and must be submitted in advance of service procurement and payment request (invoicing).

- A. A current W-9 with a Tax Identification Number or Social Security Number to be on file with the Purchasing Division prior to the procurement of goods or services,

- B. A current shipping address, billing address, physical address, email address, and fax number,
- C. All requests and information must be submitted to the Purchasing Division in writing. Email is an acceptable form of this communication. Forms may also be submitted via fax, the US postal service, or in person at City Hall. Detailed contact information for the Purchasing Division is listed at the end of this policy and will be updated periodically.
 - 1. The information which must be submitted includes:
 - a. A current W-9 form (available from the Purchasing Division and on the City's website)
 - b. A copy of an invoice or contract with the information listed as the billing address in alignment with the address provided by the vendor
- D. Notification of any name, telephone, or address change must be submitted to the Purchasing Division, in writing, in advance of payment when changes occur which create a variance between the addresses listed on the pre-performance paperwork and the address and contact information on an invoice.

V. EFT Payments:

All payments are now processed via Electronic Funds Transfer (EFT) **only** and require the pre-performance paperwork listed above to be on file, along with the EFT/Email Notification Authorization Form referenced below.

- A. Vendors must submit the EFT/Email Notification Authorization Form enclosed at the end of this policy and allow thirty (30) days for the processing of the first EFT payment.
 - 1. Vendors who complete this process and do business with the City on a regular basis will receive all further payments via EFT after the first thirty (30) days have elapsed. This process may be terminated if EFT payments are returned by vendor's bank due to changes in account status.
 - 2. If an account status changes, the vendor is responsible for notifying the City prior to issuance of the EFT for which the change is applicable via the EFT/Email Notification Authorization Form. The City will then contact the vendor via phone call to verify the change.
- B. EFT transactions require that the vendor agrees to accept the EFT for payment for any and all invoices that the City pays with the EFT regardless of the amount.

VI. Orders:

Any authorized employee or representative of the City may place an order with a vendor. The employee and vendor are responsible for working together to ensure that the vendor has provided to the Purchasing Division any and all required documentation prior to placing an order for goods or services. If the employee is certain that this has occurred, a vendor may do business with the City.

All orders require a valid purchase order (example: 22001234). Purchase order numbers shall be referenced on all invoices submitted to the City.

All invoices shall be submitted to the City at one of the addresses listed below.

Contact:

Please submit all pre-performance paperwork to the City of Wichita Falls, Purchasing Division:

Mailing:

City of Wichita Falls
Attn: Purchasing Division
PO Box 1431
Wichita Falls, TX 76307

Email:

jennifer.babineaux@wichitafallstx.gov

Phone:

941-761-7466

Invoice Submission:

Please submit all invoices to:

accounts.payable@wichitafallstx.gov

Or

City of Wichita Falls
Attn: Accounts Payable
PO Box 1431
Wichita Falls, TX 76307

**City of Wichita Falls
Electronic Fund Transfer / Email Notification Authorization Form**



Type of Action: New Change Cancel

Vendor / Payee Information

| | | | |
|----------------------------|------------------------------------|-------|---------------|
| Vendor / Payee Information | Identification Number (SSN or TIN) | | |
| | Vendor or payee name | | |
| | Vendor contact name | Title | Contact Phone |
| | Payment Address | | |
| | City | State | Zip |

Financial Institution Information

| | | | |
|-----------------------|---------------------------------------|------|-------|
| Financial Institution | Financial Institution name | City | State |
| | Routing transit number (9 digits) | | |
| | Customer account number | | |
| | Type of account (Checking or Savings) | | |

Authorization for direct deposit setup/changes/cancellations

| | | | |
|-------------------|--|--------------|------|
| ACH Authorization | I authorize the City of Wichita Falls to deposit my payments from City of Wichita Falls to my financial institution electronically. I further understand that the City of Wichita Falls will reverse any payments made to my account in error. | | |
| | Authorized Signature | Printed Name | Date |

Authorization for e-mail payment notification

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|--------------------|---|
| Email Notification | By completing this section, I authorize the City of Wichita Falls to send payment notification to the e-mail address designated below. I understand that notifications may include payment information that is considered confidential and therefore exempt from public disclosure. |
| | Email address |

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|---|--|
| Please return your completed form and a voided check to: City of Wichita Falls Accounting & Finance 1300 7th Street Room 113 Wichita Falls, TX 76301 Questions: Phone Number: (940) 761-7462 Email: accounts.payable@wichitafallstx.gov | Accounts Payable Use Only |
| | Received By/Date: |
| | Processed By/Date: |
| | <input type="checkbox"/> EFT change verified with vendor |