



ACADEMICS • ACTIVITIES • SAFETY

**Purchasing Department**  
750 Mitchell Road, Newbury Park, CA 91320  
(805) 498-4557

## NEW VENDOR APPLICATION COVERSHEET

<b>COMPANY NAME:</b> _____
<b>PRODUCT/SERVICES:</b> _____
<b>CONTACT INFORMATION</b>
Name: _____ Email: _____
Address: _____
Phone: _____ Cell: _____ Fax: _____
Website Address: _____

### INSTRUCTIONS:

Please submit this New Vendor Application Coversheet along with your company's W9 to the Purchasing Department via email or USPS mail:

EMAIL: [purchasingdept@conejouisd.org](mailto:purchasingdept@conejouisd.org)

Address:  
CVUSD – PURCHASING DEPARTMENT  
750 Mitchell Road, Newbury Park, CA 91320

Please review our Standard Purchases Order Terms and Conditions.

Thank you for your interest in the Conejo Valley Unified School District.



## Vendor Conflict of Interest Disclosure Form

All vendors interested in conducting business with CONEJO VALLEY UNIFIED SCHOOL DISTRICT ("CVUSD") must complete and return this Vendor Conflict of Interest Disclosure Form. Please note that all vendors are subject to comply with CVUSD'S conflict of interest policies.

If a vendor has a relationship with a CVUSD official or employee or an immediate family member of a CVUSD official or employee, the vendor shall disclose the information required below.

**Certification:** I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

1. No CVUSD official or employee or CVUSD employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from business with CVUSD.
2. No CVUSD official or employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from business with CVUSD.
3. No retired or separated CVUSD official or employee who has been retired or separated from the school district for less than one (1) year has an ownership interest in vendor's company.
4. No CVUSD official or employee is contemporaneously employed or prospectively to be employed with the vendor.
5. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any CVUSD official or employee to obtain or maintain business with CVUSD.

### Conflict of Interest Disclosure (Please note any exceptions below: )

Name of CVUSD official, employees or immediate family member(s) with whom there may be a potential conflict of interest:

Name \_\_\_\_\_

- Relationship to employee \_\_\_\_\_
- Interest in vendor's company \_\_\_\_\_
- Other \_\_\_\_\_

I certify that the information provided is true and correct by my signature below:

Vendor's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Vendor's Business Name \_\_\_\_\_ Phone Number: \_\_\_\_\_

Vendor's Products/Services: \_\_\_\_\_

Purchasing Use Only: COI Yes or No \_\_\_\_\_