



FBISD NEW / UPDATE VENDOR REQUEST FORM

IMPORTANT NOTICE

Fort Bend ISD has transitioned to PaymentWorks as our official vendor onboarding and management platform. PaymentWorks provides a secure process for collecting vendor banking, tax, and business information.

- If approved, the vendor will receive an email invitation to complete their profile directly in PaymentWorks.
- The vendor contact email must belong to the authorized individual completing the profile.
- It is your responsibility to notify the vendor to complete this promptly.
- Delays will delay processing.

VENDOR INFORMATION

Vendor Legal Business Name:

Formerly Known As / DBA:

Vendor Contact Name:

Vendor Contact Phone Number:

Vendor Contact Email Address:

ADDITIONAL INFORMATION

Is this Vendor a FBISD Employee? ☐ Yes ☐ No

Request Type:

- ☐ New Vendor Request
☐ Vendor Update Request



Please include W9 and a quote or invoice.

FOR FBISD USE ONLY

Date:

Requester Name:

Requester Email:

Department / Campus:

Funding Source:

Category: