

GREENVILLE PUBLIC SCHOOL DISTRICT

VERIFICATION OF DEBARMENT / EXCLUSION PROCESS

Note: Secretaries, Bookkeepers, Director of State & Federal Programs, Director of Special Education, Business Manager, Assistant Business Manager, and the Purchasing Clerk will obtain access to **SAM (System for Award Management)** at <https://www.sam.gov/portal/SAM/#1#1>.

○ NEW VENDORS

- Prior to conducting business with a new vendor, a W-9 has to be secured from the vendor and a Vendor Request Form must be completed by requestor (GPSD Secretary, Bookkeeper, Etc.). The employee listed above who makes initial contact with the vendor will access the SAM website and complete a search for the vendor by both the business name and the personal name, if applicable. It is imperative that an asterisk "*" be placed at the end of the business and personal name prior to initiating the search.
 - When submitting documentation for a new vendor, the requestor (GPSD Secretary, Bookkeeper, etc.) must attach the W-9 and the printout from SAM to the Vendor Request Form and submit this complete documentation to the GPSD Purchasing Clerk.
 - If the vendor is **not** listed in **SAM**, then the GPSD Purchasing Clerk will enter the W-9 into the automated purchase order system and the purchasing process can begin.
 - If the vendor is **not** listed as "**Exclusion**", then the GPSD Purchasing Clerk will enter the W-9 into our automated purchase order system and the purchasing process can begin.
 - If the vendor is listed as "**Exclusion**", then the W-9 will not be entered into the automated purchase order system. The purchasing process ends.

○ CURRENT VENDORS

- Prior to conducting business with the vendor for the current school year, the employee listed above who is responsible for entering the purchase requisition from the school-level or central office level will access the **SAM** website and complete a search for the vendor by both the business name and the personal name. It is imperative that an asterisk "*" be placed at the end of the business and personal name prior to initiating the search.
 - If the vendor is not listed in **SAM**, then the purchase requisition can be entered into the automated purchase order system and the purchasing process can begin. The purchasing clerk will verify that the vendor is not listed as "**Exclusion.**"
 - If the vendor is not listed as "**Exclusion**", then the purchase requisition can be entered into the automated purchase order system and the purchasing process can begin. The purchasing clerk will verify that the vendor is not listed as "**Exclusion.**"
 - If the vendor is listed as "**Exclusion**", then the purchase requisition **cannot** be entered into the automated purchase order system. The purchase process ends here.
 - The employee listed above who is responsible for entering purchase requisitions into the automated purchase order system will email the "**Exclusion**" printout which identifies the vendor as being labeled as "**Exclusion**" to the business manager, assistant business manager, and the purchasing clerk. The purchasing clerk will remove the vendor from the automated purchase order system.

It is the responsibility of all employees in the notation above, in addition to the employee initiating the purchase requisition in the automated purchase order system, to randomly select vendors and verify that they are not labeled as “Exclusion”.



Greenville Public School District
Business Office
412 South Main Street
Greenville, MS 38701
Phone: 662-334-3842
Fax: 662-334-2902

Vendor Request Form

Name of Vendor: _____

Address of Vendor: _____

City, State: _____ Zip Code: _____

Social Security #: _____ *OR* Tax ID#: _____

Is Vendor Listed in "SAM"? _____ Yes _____ No

If "Yes", is Vendor Listed as "Exclusion?" _____ Yes _____ No

Date Requested: _____

Requested by: _____

Upon completion, please email to the business office at mjones@gville.k12.ms.us, kharris@gville.k12.ms.us
ccannon@gville.k12.ms.us.

To be completed by GPSD Business Office:

Vendor Code: _____

Date Assigned: _____