

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 or ccannon@gville.k12.ms.us.

To be completed by GPSD Business Office:

Vendor Code: _____

Date Assigned: _____

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
OR
Employer identification number

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).

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 on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,