



**Purchasing Department**  
**225 College Park Drive,**  
**Business Building Room 101**  
**Weatherford, TX 76086**  
**Phone: 817-598-8848**  
**Email: [purchasing@wc.edu](mailto:purchasing@wc.edu)**

## **Doing Business with Weatherford College**

Weatherford College, as well as all other community colleges in the State of Texas, is governed by the State of Texas Education Code, Texas Government Code, and Federal Government Code. Therefore, the majority of purchasing is done via competitive bids and proposals, as well as cooperative contracts. The college's objective is to purchase the products, materials, and services at the best value *within relevant statutes and policies*. Weatherford College is committed to fair and equal competition among all vendors. In addition, state purchasing law does not allow favoritism to be shown to any vendor.

Additionally, The Texas Education Code 44.031 (a) (5) allows colleges to enter into interlocal agreements to allow the procurement process to be performed by a cooperative entity on behalf of all those electing to participate. The benefits of using cooperative contracts and agreements are to reduce administrative costs for each participating member and improve pricing due to the increase in volume of items purchased by the cooperative participants. The College utilizes available State Purchasing Contracts and is an active participant in the following purchasing cooperatives:

BuyBoard	Tarrant County
Choice Partners	TCPN (The Cooperative Purchasing Network)
DIR (Department of Information Resources)	TIPS-USA (The Interlocal Purchasing System)
PACE (Purchasing Association of Cooperative Entities)	TPASS (Texas Procurement and Support Services)
PEPPM	TXMAS (Texas multiple award schedule)
PSA (Purchasing Solutions Alliance)	U.S. Communities

Weatherford College recognizes and appreciates the vendor's desire to do business with the College. We ask that you complete the Vendor Information form that follows. While completion of the form in no way constitutes addition to our vendor list or award of a contract, we will review the information and determine the current need for the product or service. Upon review, the vendor will be notified if a need is identified; otherwise, the information will be kept on file and notification will be made as opportunities arise.

**Again, thank you for your interest in serving Weatherford College. If we can be of any other assistance, please do not hesitate to contact us.**



FOR OFFICE USE ONLY  
Date Received: \_\_\_\_\_  
Vendor No. \_\_\_\_\_

## NEW VENDOR INFORMATION

Please type or print legibly:

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Representative assigned to WC account: \_\_\_\_\_

- How would your company prefer to receive purchase orders? Fax / Email
- Check any Texas State or Cooperative Contracts your company has been awarded?  BuyBoard  
 Choice Partners  DIR  PACE  PEPPM  PSA  Tarrant County  TCPN  
 Tips-USA  TPASS  TXMAS  US Communities
- Identify any products, commodities or services your company offers. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Officer or Representative

\_\_\_\_\_  
Title of Officer or Representative

\_\_\_\_\_  
Date

*Completion of this form in no way constitutes addition to our vendor list or award of a contract, we will review the information and determine the current need for the product or service. Upon review, the vendor will be notified if a need is identified; otherwise, the information will be kept on file and notification will be made as opportunities arise.*

*We very much look forward to working with you.*

**PURCHASING DEPARTMENT**

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