

# Titus County Auditor

100 W. 1<sup>st</sup> Street, Suite 106, Mt Pleasant, Texas 75455  
(903) 572-8101 ‡ [auditor@co.titus.tx.us](mailto:auditor@co.titus.tx.us)

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Dear Vendor:

Welcome to Titus County!

Attached please find information and forms that must be completed prior to doing business with Titus County. **Please note vendors must submit a completed and signed W-9 and a Certificate of Insurance.** Vendors should also visit the Titus County Webpage regularly for bid opportunities, information, and update. Please click on the purchasing link under County Information on the lower left side of the homepage at [www.co.titus.tx.us](http://www.co.titus.tx.us). I have also listed some helpful hints below to aid you in doing business with Titus County. Please contact the auditors office via email or phone should you have any questions or require assistance in completing this application. The purchasing contact is Ms. Linda Marshall. You can reach her at the above email and phone number.

Thank you for your interest in doing business with Titus County; we look forward to working with you!

Barbara Shurbet, Titus County Auditor  
Titus County, Texas

## **Helpful Hints:**

### **Vendors Should Always:**

- v' Request and obtain a Purchase Order Number from the County prior to delivering any items or performing services.
- v' Reference the Purchase Order Number on the invoice.
- v' Obtain a legible signature, the name and telephone number from the individual receiving the goods or services on behalf of the ordering department.

### **Vendors should NOT:**

- v' Accept orders without a Purchase Order Number. These orders are not the responsibility of Titus County.
- v' Modify orders unless the Auditor's Office has issued an amendment to the Purchase Order.
- v' Invoice for items that have not been delivered.

**Titus County Auditor Department**  
100 W. 1<sup>st</sup> Street, Suite 106, Mt Pleasant, Texas 75455  
Phone (903) 572-8101 ~ Fax (903) 572-1467 ~ [auditor@co.titus.tx.us](mailto:auditor@co.titus.tx.us)

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**VENDOR REGISTRATION REQUEST FORM**

**Return this form with your application**

To: Titus County Auditor Dept.  
Fax: (903)-572-1467 or  
E-Mail: [auditor@co.titus.tx.us](mailto:auditor@co.titus.tx.us)

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Requested by:

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Phone

E-mail

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Name of Vendor (As reported on Federal tax return)

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Contact Name

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Billing Address

City/State/Zip

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Telephone

Facsimile

E-mail

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**A COMPLETED AND SIGNED W-9 AND CERTIFICATE OF INSURANCE  
MUST BE ATTACHED TO THIS REQUEST**

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**Titus County Auditor**  
100 W. 1<sup>st</sup> Street, Suite 106  
Mt Pleasant, Texas 75455  
Office: 903-572-8101 Fax: 903-572-1467  
<http://www.co.titus.tx.us/> [Email: auditor@co.titus.tx.us](mailto:auditor@co.titus.tx.us)

## VENDOR BILLING INFORMATION FORM

Return this form with your application

Please type or print information

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Company Name

DBA Name

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Remittance Address

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Purchase Order Address (if different)

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A/R Contact

E-mail

---

Phone

Fax

---

Sales Representative

E-mail

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Phone

Fax

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Tax ID Number

Discount if offered, terms

Certifications (Please include copies of certificates):

IS Certificate of Insurance Attached?

YES NO

IS W-9 Attached?

YES NO

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Signature/Title

Date

**Titus County, Texas**  
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**VENDOR INFORMATION – TYPE OF WORK OFFERED:**

**Return this form with your application**

1. Please list type of work for which you would like to be considered.

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2. Please note that completion of this packet does not guarantee that you will be selected. Completion of this packet is an opportunity for you to notify elected officials of the type of work you are capable of performing.
3. If you would like to include a rate sheet with the hourly rate for the various types work you are offering to perform, please attach the rate sheet.
4. If rate sheet is attached when do these rates expire? \_\_\_\_\_

MM/DD/YEAR

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SIGNATURE/TITLE

DATE

## ***Conflict of Interests***

Beginning January 1, 2006, a new state law (Chapter 176 of the Texas Local Government Code) requires the filing of conflict-of-interest questionnaires by certain individuals and businesses.

The questionnaire requires disclosure of certain business and gift giving relationships, if any, the filers may have with commissioner's court members, the purchasing agent, and any other elected/appointed officials.

The new law applies to:

- businesses and individuals who contract with the County,
- businesses and individuals who seek to contract with the County, (regardless of whether a bidder is awarded the contract), and
- Agents who represent such businesses in their business dealings with the County.

If you have any questions about compliance, please consult your own legal counsel. Compliance is the individual responsibility of each individual, business, and agent who is subject to the law's filing requirement. A copy of this form is attached.

If you are required to file a Conflict-of-Interest Questionnaire, you should file with the county clerk by mailing it to the county clerk's office at:

Titus County Clerk  
100 W 1<sup>st</sup> Street, Suite 204  
Mt Pleasant, Texas 75455

Phone: 903-577-6796

Fax: 903-572-5078

# CONFLICT OF INTEREST QUESTIONNAIRE

# FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

## OFFICE USE ONLY

Date Received

**1** Name of person who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**3** Name of local government officer with whom filer has employment or business relationship.

\_\_\_\_\_  
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes       No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes       No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes       No

D. Describe each employment or business relationship with the local government officer named in this section.

**4**

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

