



Dear Vendor,

The State of Texas requires by statute that all entities desiring to conduct business with the City of Palmhurst to complete and submit the following documents on an annual basis.

- Vendor Application
- Vendor Statement of Agreement and Payment Policy
- IRS Form W-9
- Copy of Driver's License
- Copy of Social Security Card or Provide Federal ID Number

To ensure we are in compliance with these statutes, please return the aforementioned documents to the following:

City of Palmhurst
Attn: Finance Department – Accounts Payable Division
4417 North Shary Road
Palmhurst, Texas 78573
Email: accountspayable@cityofpalmhurst.com

Thank you for your cooperation on this matter. Please feel free to contact the office at (956) 583-8697 should you have any further questions.

Sincerely,

Finance Department



City of Palmhurst Vendor Package

Application

New Application Name and/or Address Change Federal ID or Social Security # _____

1. Applicant's Name and Mailing Address for Bidding Forms and Purchase Orders:

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail: _____

2. Mailing Address for Payments (if different from item 1):

Phone Number: _____

Fax Number: _____

E-Mail: _____

3. Type of Organization (Check One):

Individual Partnership Non-Profit Organization

Corp., Incorporated Under Laws of the State of: _____

4. How Long in Present Business:

5. Person Authorized to Sign Bids, Offers and Contracts:

Name	Title	Phone Number
_____	_____	_____

6. Person to Contact:

Name	Title	Phone Number
_____	_____	_____

7. Type of Business:

Legal Services Manufacturer Wholesale/Retail Dealer Construction/Labor Contractor

I hereby certify that information supplied herein is correct.

Print Name and Title	Signature	Date
_____	_____	_____

****FOR PURCHASING DEPARTMENT USE ONLY****

Department Head Approval _____ City Manager Approval: _____

Date Recd.	Item Mailed	Item Recd.	Date Ent.	Vendor



Agreement and Payment Policy

The City of Palmhurst requires all Vendors who desire to do business with the City of Palmhurst to complete the Vendor Statement of Agreement and Payment Policy.

The City writes checks based on the attached Vendor Payment Schedule. Please note the City has up to 30 days to issue payment. If payment is not received by the 30th day, please contact the Accounts Payable Division.

1. Original invoices must be submitted by personal appearance or mailed to City of Palmhurst, Attn: Finance Department - Accounts Payable Division, 4417 North Shary Road, Palmhurst, Texas 78573. Invoices submitted thru fax will not be accepted.
2. A Purchase Order (if applicable), is required before any department may make a purchase of goods or services.
3. The Purchase Order Number must be shown by the vendor on all invoices and/or related invoices, delivery memoranda, bills, packing slips and/or correspondence.
4. All prices unless otherwise specified are delivered with shipping or transportation charges prepaid.
5. The City of Palmhurst is Exempt from sales taxes.
6. All vendor checks will be mailed. There will be no exceptions.

Company Name: _____

Vendor Representative: _____

Printed Name: _____ Title: _____

Signature: _____ Date: _____



Accounts Payable Vendor Payment Schedule for Fiscal Year 2023-2024

The Finance Department – Accounts Payable Division will follow the below schedule:

1. All invoices are due on Monday by 3 pm.
2. Any invoices received after the due date will be processed for the following run.
3. There will be no manual checks.
4. All vendor checks will be mailed.
5. There will be no exceptions to the payment schedule.

DUE DATE BY 3 PM

October 2, 2023
 October 16, 2023
 October 30, 2023
 November 13, 2023
 November 27, 2023
 December 11, 2023
 December 25, 2023
 January 8, 2024
 January 22, 2024
 February 5, 2024
 *February 19, 2024
 March 4, 2024
 March 18, 2024
 April 1, 2024
 April 15, 2024
 April 29, 2024
 May 13, 2024
 *May 27, 2024
 June 10, 2024
 June 24, 2024
 July 8, 2024
 July 22, 2024
 August 5, 2024
 August 19, 2024
 *September 2, 2024
 September 16, 2024
 September 30, 2024

PRINT CHECKS

October 5, 2023
 October 19, 2023
 November 2, 2023
 November 16, 2023
 November 30, 2023
 December 14, 2023
 December 28, 2023
 January 11, 2024
 January 25, 2024
 February 8, 2024
 February 22, 2024
 March 7, 2024
 March 21, 2024
 April 4, 2024
 April 18, 2024
 May 2, 2024
 May 16, 2024
 May 30, 2024
 June 13, 2024
 June 27, 2024
 July 11, 2024
 July 25, 2024
 August 8, 2024
 August 22, 2024
 September 5, 2024
 September 19, 2024
 October 3, 2024

MAIL CHECKS AFTER 2:30 PM

October 6, 2023
 October 20, 2023
 November 3, 2023
 November 17, 2023
 December 1, 2023
 December 16, 2023
 December 29, 2023
 January 12, 2024
 January 26, 2024
 February 9, 2024
 February 23, 2024
 March 8, 2024
 March 23, 2024
 April 6, 2024
 April 19, 2024
 May 3, 2024
 May 17, 2024
 May 31, 2024
 June 14, 2024
 June 28, 2024
 July 12, 2024
 July 26, 2024
 August 9, 2024
 August 23, 2024
 September 6, 2024
 September 20, 2024
 October 4, 2024

*Means Invoices are due on Friday at 3 pm due to a Holiday.

Note: The City has up to 30 days to issue payment. If payment is not received by the 30th day, please contact the Accounts Payable Division.