

THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
PROCUREMENT POLICY AND PROCEDURE

- Business Name
- Business Address
- Contact Name,
- Contact telephone number; and
- Contact e-mail address

4. Sole proprietors will be checked as a 1099 vendor in MUNIS (corporations do not receive 1099's and the box is not checked).
5. VIDE must meet the federal mandates that require the GVI and VIDE to verify that federal funds are not being utilized with vendors who have been suspended, debarred, proposed for debarment, excluded, or otherwise banned from receiving Federal contracts, assistance, or benefits.
6. To ensure a valid vendor is selected to provide goods or services to the VIDE, the following is required:
 - a. A vendor must possess a current business license
 - b. All programs are required to check the Excluded Party List System (<http://www.sam.gov>) to ensure vendor is not suspended or disbarred from receiving Federal contracts, assistance, or benefits ([see Appendix C for detailed instructions](#))
 - c. Buyer must print and attach a copy of the verification from the aforementioned website to all requisitions.

(Note: Requisitions that do not include a verification search result will be rejected).
7. Upon receipt of complete information from the vendor the Procurement Office creates a new vendor in MUNIS, and attaches the completed W-9 form.
8. The Procurement Office personnel send an e-mail notification to the Buyer, copying the Procurement Office centralized e-mail box advising of the new vendor set-up and assigned vendor number.

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