

## **Vendor Visits to Campuses – (insurance, 403b, etc)**

### **Vendor guidelines**

- **Prior Permission from Superintendent**  
Chance Welch, Superintendent  
200 East Ninth  
Borger, Texas 79007  
Phone – 806 273-6481 fax 806 273-1066
- **Supt office will notify campus / group contact of decision**
- **Forms and documentation/ profiles are to be completed before permission is granted**  

Vendor will take signed permission form to campus for verification
- **Visits will be left to the approval of each Principal**
- **All visits require a prior appointment set with employee**
- **Visits will be conducted during conference hour, before, or after class day.**
- **If visit is cancelled, materials cannot be place in teacher's mailbox.**
- **Paperwork for payroll deduction must be submitted to the Business Office by the 7<sup>th</sup> of current month payroll. All paperwork submitted after the 7<sup>th</sup> of each month will be processed for the next month payroll activities.**

## CAMPUS PERMIT

The bearer of this form is authorized to visit or provide information as specified below:

Campus/Employee to visit : \_\_\_\_\_

Representative for: \_\_\_\_\_

Description of material: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_

**All visits require a prior appointment set with visit to be conducted on conference periods AND will be left to the approval of each Principal.**

**If visit is cancelled, materials cannot be placed in teachers mailbox.**

**This authorization does not constitute an endorsement of this product**  
**by Borger ISD Administration.**

## AGENT/ADVISOR INFORMATION PROFILE

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(BUSINESS)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_ (\_\_\_\_) \_\_\_\_\_

FAX: \_\_ (\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

LICENSE#: \_\_\_\_\_

AGENCY NAME: \_\_\_\_\_

PHONE: \_\_ (\_\_\_\_) \_\_\_\_\_

IF USING A BROKER/DEALER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**\*\*BE SURE TO ATTACH A COPY OF YOUR CURRENT LICENSE/S.**