

How to Become a City Vendor

Follow these steps to do business with the City of Collinsville:

1. Submit Your Information

Email the following to <mailto:accounting@collinsvilletexas.org>:

- Completed W-9 form
- Business contact information (including email)
- ACH payment information (optional, if you prefer direct deposit)

2. Provide a Quote

Submit a quote for the goods or services requested to begin the purchasing process.

3. Receive a Purchase Order

If your quote is approved, the City will issue a **Purchase Order (PO) number**.
Do not begin work or deliver items until you receive a PO number.

4. Payment Information

The City pays vendors by **ACH (direct deposit)** or **check**.
If you prefer ACH, include your ACH details with your W-9 or on your invoices.

5. Tax-Exempt Status

The City is tax-exempt.
If you need a tax-exempt certificate, please request one.

Need Help?

Contact us at <mailto:accounting@collinsvilletexas.org>