



# Wells Independent School District

---

P.O. Box 469  
Wells, TX 75976

Superintendent: Dale Morton

PH: 936-867-4466  
FAX: 936-867-4466

TO: Local Vendors of Wells ISD

FROM: Dale Morton

SUBJECT: Purchases of Goods and Services from Local Businesses

DATE: October 27, 2008

Wells ISD enjoys a healthy business relationship with you and with your business. I hope that you have been as pleased with our practices over the past year as we been with your excellent service to the District. This letter is sent to ensure that we can continue to utilize your services in accordance with the Texas Administrative Code.

The District is allowed to give preference to local vendors when considering some contracts or purchases of goods and services. We have exercised this latitude in the last year in our business with you. However, these provisions also require that locally owned businesses or their owners not have delinquent property taxes or other holds on their business with the District. Please provide a Tax Certificate or similar document from the Cherokee County Appraisal District to my office in order that current or future purchases of goods and services from your business are not delayed.

If you have current proposals under consideration with the District, please know that these cannot go forward until we have the documentation requested above. This should be a very simple matter in most cases. If you find otherwise, or, if you have any questions or concerns, please contact me immediately. In addition to the contact information above, my cell phone number is 674-7339.

Cc: Wells ISD Board of Education  
Cherokee County Appraisal District  
Cherokee County Tax Office