



Dear Valued Supplier:

RE: Doing Business with Solano Community College

The Solano Community College District wants to ensure continued business opportunities to all qualified vendors in our community and beyond as well. In this connection, we are pleased to announce that the College has recently installed a new database system for our business operations.

To make certain that our information for your account is up-to-date, please complete the enclosed Solano Community College Vendor Application, as well as the enclosed W-9 Form, and return them to us within 30 days, so that our Purchasing Office can validate your organization's information in our database. This also insures the College's compliance with the Internal Revenue Service which requires us to have a vendor Tax Identification Number on file, before a payment can be processed.

Additionally, we would like to take this opportunity to let you know that Solano Community College requires purchase orders for all purchases. Any purchases made in the name of the College without an authorized purchase order shall be considered an obligation of the person making the purchase and not an obligation of the College. Purchase order numbers must also be included when submitting an invoice for payment.

For your convenience, the instructions for completion of the W-9 Form are enclosed. Please mail your completed forms to the following address:

Solano Community College District, Purchasing Office, Attn: Laura Scott
4000 Suisun Valley Road, Fairfield, CA 94534

If you have any questions, please contact Ms. Laura Scott, Purchasing Technician/Buyer, for Solano College, by dialing (707) 864-7000, ext. 4785.

Sincerely,

Purchasing Department
Solano Community College