



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.

To make certain that our information for all companies is up-to-date, please complete a Solano Community College Vendor Application, as well as a W-9 Form, and email them to purchasing@solano.edu so that our Purchasing Department can insure we have accurate company information. This also insures the College's compliance with the Internal Revenue Service, which requires us to have a W-9 form, with a vendor Tax Identification Number on file, before a payment can be processed.

As an alternative, you may mail your completed forms to the following address:

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

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.

If you have any questions, please contact the Purchasing Department via email at purchasing@solano.edu

Sincerely,
Purchasing Department
Solano Community College