

Please Complete & Return ASAP

Tri-County Community College

21 Campus Circle

Murphy, NC 28906

Telephone (828) 837-6810

Fax (828) 837-0028

Vendor Information Form

Complete ALL information on THIS FORM.

Company Name _____

Federal Identification No. (Required) _____

Mailing Address _____

Street Address (if different) _____

City _____ State _____ Zip Code _____

Telephone (Toll free if applicable) _____

Fax (Toll free if applicable) _____

Payment Address (if different) _____

City _____ State _____ Zip Code _____

Minority Status _____

1099 Vendor? _____

Terms _____

Government Agency? _____

Signature _____ Title _____

Your signature indicates that you have read and will comply with the following terms for all orders for Tri-County Community College.

Tri-County Community College requires that our purchase order number must appear on all invoices, correspondence, shipping documents and containers.

Tri-County Community College reserves the right to pay our purchase order 30 days from the date of the invoice provided the items have been received. NOTE: No order will be paid in advance.

Tri-County Community College is not liable for changes in price, quantity, or specifications that have not been approved by the Purchasing Department.

All shipments must be prepaid. Do not ship collect.

North Carolina sales tax (6.75%) is required where applicable.

Direct questions regarding this form, purchasing, or payment of invoices to Purchasing at extension 4212.