


**APPENDIX F: SUPPLIER UPDATE FORM**



**SUPPLIER UPDATE FORM**

**Notice to Suppliers**

1. Suppliers must accept purchase orders for all purchases. The district will not be responsible for payment for goods or services that are provided to Collin County Community College District staff without an approved purchase order issued by the Business Services staff.
2. All invoices must reflect the purchase order number and must be mailed or emailed to the Collin County Community College District Accounts Payable Department (3452 Spur 399 McKinney, Texas 75069, or email to acctspay@collin.edu).
3. All payments are net 45 days after receipt of the goods and/or services.
4. If you have any questions regarding this form, please feel free to contact Yvette Talley, Purchasing Administrative Assistant at ytalley@collin.edu or 972-758-3874.

**Supplier Identification**

Supplier Name: \_\_\_\_\_

Supplier dba Name: \_\_\_\_\_

List any cooperative contracts such Buyboard, TIPS, etc.: \_\_\_\_\_

Supplier Contact / Sales Representative Information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Supplier Mailing Address: \_\_\_\_\_

Supplier Remit Address (if different): \_\_\_\_\_

Supplier Phone Number: \_\_\_\_\_

Supplier Email Address (for distribution of Purchase Orders): \_\_\_\_\_

**\*\*\*\*Please provide a new W-9 to update the supplier information in our system. \*\*\*\***

**I hereby certify that the above information is true and correct. I further certify that I am an authorized representative of this supplier.**

<p>_____ Supplier Authorized Representative (Print Name)</p>	<p>_____ Title</p>
<p>_____ Supplier Authorized Representative (Signature)</p>	<p>_____ Date</p>