



Date:
 To: EMAIL:
 Attn:
 From: Craig Bush
 Director of Purchasing

RE: Credit Application

The following information is supplied to you so that the Green River College can do business with you using State approved standards and it is in lieu of your credit application. The Terms and Conditions that we use as part of our contracting for goods and services are attached. Please review.

For your information, Departments at the College must purchase all goods and services through the Purchasing Office. The Purchasing Office will send a Purchase Order for all College business. All invoices are to be sent to Accounts Payable. Financial Statement: Green River College is a component unit of the State of Washington. As such, the college is included in the Washington State Comprehensive Annual Financial Report (CAFR) under Higher Education. This information is available at the Office of Financial Management

Here is the information typically required for a credit application. If you need additional information, please contact the Purchasing Department at 253-388-3331.

<u>Business address</u>	12401 SE 320 th Street Auburn Washington 98092 253-288-3331
<u>Phone</u>	
<u>E-Mail</u>	purchasing@greenriver.edu Accounts Payable ---253-833-9111 x3304
<u>President</u>	Dr. Suzanne Johnson
<u>VP for Business Administration</u>	Shirley Bean
<u>Sr Director of Financial Services</u>	Janee Sommerfeld
<u>Director of Purchasing</u>	Craig Bush
<u>Bank</u>	US Bank / Govt. Banking Account #: 153504622587 401-15 th St. NE Routing #: 125000105 Auburn, WA. 98071
<u>Federal Tax ID</u>	Contact: Tyrone McCall Ph: (253) 939-7000 Fax: 253-939-4042 91-0814013 <u>Dun & Bradstreet #:</u> 079256442 <u>UBI#</u> 171-004-565

<u>Trade References:</u> OpenSquare	Attn: Kathy Kent kkent@open-sq.com	5601 6 th Ave So, Seattle, WA 98108 Ph: 206-768-
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Attn: Victoria Streifer victoria_streifer@shi.com	33 Knightsbridge Road, Piscataway, NJ 08854 Ph: 800-477-6479 x 6520253 Fax: 732-805-9669	1010998
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