

Purchasing Department

Vendor Information

Green River College's Purchasing Department is responsible for the procurement procedures which includes purchase order creation, campus purchase card management, asset management, vendor management and shipping & receiving. pnn10.6 (e).7 (io)-6 (nt)-Btpermtneiioetnetntast

Invoices must include a purchase order number, itemized description of services performed and/or goods provided, date and amount due. Green River College, as a state agency, is not tax exempt. Vendors should include sales tax when appropriate. Invoices should be sent to:

Green River College
Attn: Accounts Payable
12401 SE 320th St
Auburn, WA 98092

Green River College shall not make payments in advance or as deposit for services and/or supplies to be provided. Except as otherwise provided in contract or on purchase order, all acceptable invoices due to the vendor shall be paid within thirty (30) calendar days upon receipt of goods or services performed.

If the service being performed is in the construction trades, be sure and check the purchase order for instructions for filing "Intent to Pay Prevailing Wage" and "Affidavit of Wages Paid" to avoid payment delays.