

# City of Albemarle

*Finance Department*

*Purchasing*



**ALBEMARLE**

NORTH CAROLINA  
*Water. Air. Land. Opportunity.*

PO Box 190  
Albemarle, NC 28002-0190

704-984-9444  
704-984-9448 Fax

[CoA-PurchaseOrders@ci.albemarle.nc.us](mailto:CoA-PurchaseOrders@ci.albemarle.nc.us)

Dear Vendor:

Thank you for your current and continued interest in the needs of the City of Albemarle.

In order to do business with your company, or to provide payment for the purchase of goods and services your company provides, your company must be listed in our Vendor File database.

**PURCHASE ORDERS MUST BE ISSUED BY THE CITY OF ALBEMARLE FOR ALL TRANSACTION COSTS OF \$1,000 OR MORE WHERE APPLICABLE.**

Please complete the following items and return to us so that your company profile can either be added to our Vendor File or updated:

- **Vendor Information Form**  
Please be sure to include your Email Address for Purchase Orders and an Email Address for your Accounts Receivable contact person.
- **W-9**
- **Authorization for Electronic Funds Transfer** (optional)

We encourage you to take advantage of this method of payment in lieu of the traditional mailed check as it is more efficient, faster, and safer.

You will continue to receive a remittance advice after signing up.

Be sure to sign the authorization form.

You may return the forms using one of the following options:

- **Fax:** 704-984-9448
- **Mail:** City of Albemarle, Finance Department, Purchasing, P O Box 190, Albemarle NC 28002-0190
- **Email:** [CoA-PurchaseOrders@ci.albemarle.nc.us](mailto:CoA-PurchaseOrders@ci.albemarle.nc.us)

**[Do Not Email Accounts Payable Invoices to CoA-PurchaseOrders@ci.albemarle.nc.us.](mailto:CoA-PurchaseOrders@ci.albemarle.nc.us)**

**Accounts Payable Invoices can be submitted by Email to: [CoA-Payables@ci.albemarle.nc.us](mailto:CoA-Payables@ci.albemarle.nc.us)**

If you have any questions, please contact us using one of the methods above, and we will be happy to assist you.

Enclosures (3)