

St. Charles Community College

Purchasing Department

Vendor Registration Packet

Instructions

1. Vendors requesting to be placed on the Purchasing Department's Official College Bid List are required to complete this packet. This packet includes a Vendor Registration Form and a Vendor Registration Commodity Listing.
2. Completing this packet is not a guarantee of future business with the College, but will provide the Vendor an opportunity to participate in the competitive bid process. Information on current bids can be found on the College's website at:
www.stchas.edu/geninfo/admin/purchasing/bids.shtml
3. It is the responsibility of the Vendor to see that the information provided is current and accurate. Any corrections or updates to any Vendor's file must be made by completing another Vendor Registration Packet.
4. The Vendor Registration Form must be signed by an authorized representative and dated.
5. Complete this form and mail it to:

St. Charles Community College
Attn: Purchasing Dept.
Campus Services Building Room 129
P.O. Box 76975
St. Peters, MO 63376-0975
6. Contact the Purchasing Department at 636-922-8387 regarding this registration process.