

# SIERRA COLLEGE

We facilitate learning, inspire change and build community

Dear Existing or Prospective Vendor:

The Sierra Joint Community College District is in the process of updating our vendor database, due to a software upgrade. Your assistance is needed.

To ensure that we have the correct information, please go to [www.sierracollege.edu/AboutUs/purchasing/index.html](http://www.sierracollege.edu/AboutUs/purchasing/index.html) and complete both the Vendor Information Form and the W-9 form, and return them to us promptly for our review. The vendor information form will automatically be sent to us when you click "Submit". However, the W-9 form will need to be sent as an e-mail attachment to: [purchasing2@sierracollege.edu](mailto:purchasing2@sierracollege.edu) (preferred method), or by fax to (916) 630-4521, or mail to the address below, Attention: Purchasing Services.

Your help in providing this information is greatly appreciated. We thank existing vendors for your ongoing service as valued suppliers. We also welcome and look forward to working with prospective new suppliers to the Sierra Joint Community College District.

Sincerely,  
Purchasing Services  
Sierra Joint Community College District  
(916) 660-7626/7641