



P.O. Box 20419
Savannah, GA 31404
P: (912) 351-3812
F: (912) 353-3188

February 5, 2010

Dear Vendor:

We appreciate the services and goods you provide us with. The University is serious about forging good relationships with its vendors. Thus, to ensure that our business relationship remains one beneficial for us both, we ask that you adhere to the following.

To achieve all that we desire, we need you to only provide goods and services when an **official university purchase order** is issued or a signed contract from our President has been executed. Therefore, please do not ship any goods or provide any services without a university purchase order issued by the Purchasing Office at Savannah State University. No other employee of the University can obligate the University, University System of Georgia, or the state of Georgia for goods and services. Our administrators, faculty, staff, and students are aware of the policies and procedures and they will be required to adhere to them in performing their duties.

Further, all goods that you intend to invoice the University for must be shipped to our Central Receiving location. The address is indicated on all University purchase order's, as well provided below for your convenience:

**Savannah State University
Central Receiving – Evers Complex
South Thompkins Road
Savannah, Georgia 31404**

In addition, ALL invoices must be submitted directly to the accounts payable office for payment. The address is as follows:

**Savannah State University
Office of Fiscal Affairs
Attn: Accounts Payable
3219 College Street
Box 20419
Savannah, Georgia 31404**

Payment is not guaranteed for invoices sent to employees or departments. All purchase orders have the 'remit to' address boldly indicated. Payments cannot be processed until goods have been received in our system. Therefore, failure to ship goods to Central Receiving will delay the processing of payment. Please ensure that your shipping documents (i.e. packing list, bill of lading, etc...) have the University purchase order number used to place the order clearly indicated. Adherence to the items mentioned above will facilitate the payment process. Please keep in mind that SSU is net 30 days from the date of receipt of goods and services.

Please do not provide goods and services to any University personnel without an authorized University purchase order from our Purchasing department, as no other department is authorized to obligate the University in the procurement process. (Note: Goods and services may be provided to personnel using a state issued purchasing card or personal funds).

Again, thank you for all that you do to help SSU be successful.

With best wishes and kindest regards,

Edward B. Jolley, Jr., MBA, CPA
Vice President for Fiscal Affairs