



5100 Sierra College Blvd., Rocklin, CA 95677  
(916) 624-3333  
[www.sierracollege.edu](http://www.sierracollege.edu)

Welcome, and thank you for your interest in doing business with Sierra Joint Community College District (District). Since the principle objective of Purchasing Services is the acquisition of quality goods and services at the most cost-effective price, we always welcome new sources of supply in these efforts. To register, complete the [Vendor Information Form](#) and forward to Purchasing via email ([purchasing2@sierracollege.edu](mailto:purchasing2@sierracollege.edu)). Upon registration completion, District staff will have access to request orders through your business using a Purchase Order. District Purchasing Services will maintain the vendor master file containing a list of registered vendors. For questions, email [purchasing2@sierracollege.edu](mailto:purchasing2@sierracollege.edu) or call (916) 660-7626.

#### ***DISTRICT PURCHASING SERVICES POLICY***

The District is a political subdivision of the state that operates and controls spend of public funds via the purchase order process. The Purchase Order encumbers funding to guarantee payment for the desired product or service requested by the department your company provides. Vendors should only fulfill District orders upon receipt of a valid, authorized Purchase Order released by Purchasing Services via email. Orders fulfilled without an approved Purchase Order are not the responsibility of the District and are considered unauthorized. In order to expedite accurate payment of District invoices, all vendors should send invoices to Accounts Payable. Purchase order [terms and conditions](#) can be found on the Vendor Information webpage.

#### ***REQUIREMENTS OF VENDORS***

- a) To become an active vendor for the District, a vendor must first complete the [Vendor Information Form](#) available on the District website.
- b) Notify Purchasing Services of any changes to company information.
- c) Provide reasonable and competitive pricing.
- d) Obtain a Purchase Order prior to fulfilling any order. District Purchasing Services will issue a Purchase Order to the vendor, copying the department requesting goods or services via email. The District is not responsible for the payment of any goods or service in the absence of a valid Purchase Order.
- e) Vendors must submit invoices to Accounts Payable, referencing a valid Purchase Order. Invoices received by Tuesday of any given work week will be processed the following Tuesday, as long as, 1) there are no inconsistencies between the Purchase Order and the invoice, 2) the services are complete and/or 3) the goods have been received. The schedule is subject to change due to observed holidays.
- f) All invoices shall be billed to Sierra Joint Community College District, and sent to Business Services, Attn: Accounts Payable, 5100 Sierra College Boulevard, Rocklin, CA 95677 or emailed to [accountspayable@sierracollege.edu](mailto:accountspayable@sierracollege.edu).
- g) Invoices must be itemized whenever applicable, if not itemized, indicate if sales tax is included.
- h) The vendor must agree to execute the Purchase Order in accordance with the provisions of the District terms and conditions.

***Note: All correspondence, concerns, violations, etc. shall be forwarded and managed by Purchasing Services where a vendor file will be maintained concerning the like.***