

Sierra College Vendor Welcome Letter

Welcome, and thank you for your interest in doing business with Sierra College! Sierra College seeks the acquisition of quality goods and services at the most cost-effective pricing, always welcoming new sources of supply to achieve these objectives.

REGISTRATION

In order to register as a vendor with Sierra College (Sierra Joint Community College District), please complete a [Vendor Information Form](#) and email completed form to the Purchasing Department at purchasing2@sierracollege.edu. Once processed, Sierra College staff may begin placing orders with your business using a Purchase Order.

PURCHASING POLICIES

As a public agency, Sierra College manages the purchasing process by issuing purchase orders which clearly define the requested products or services, assures necessary approvals have been obtained, and encumbers funds so payment can be made once the purchase order has been fulfilled.

Vendors should only fulfill Sierra College orders upon receipt of a valid Purchase Order released by the Sierra College Purchasing Department to the vendor via email (purchasing2@sierracollege.edu).

Orders fulfilled without a valid Purchase Order are unauthorized. Sierra College is not responsible for the payment of goods and services in the absence of a valid purchase order. All Sierra College Purchase Orders are subject to Sierra College [Purchase Order Terms & Conditions](#) which can also be found on the Sierra College Purchasing Services webpage.

PAYMENT PROCESSING

Once purchase orders have been fulfilled, and to avoid delays in the processing of invoices, vendors should take the following steps to initiate payment:

- 1) Submit an invoice for processing by either emailing invoices to Accounts Payable at accountspayable@sierracollege.edu or mailing to Sierra Joint Community College District, Attn: Accounts Payable, 5100 Sierra College Blvd, Rocklin, CA 95677.
- 2) The invoice must reference the associated, valid purchase order. Invoices must be itemized whenever applicable and clearly identify sales tax.
- 3) Please note that approved vendor payments are typically processed once per week though subject to change due to observed holidays.
- 4) Delays in invoice processing may occur if goods have not been received by Sierra College, services have not been fully provided, or if there are inconsistencies between the purchase order and the invoice.
- 5) Vendors should notify Sierra College immediately of any changes to vendor information.

For additional purchasing-related questions, please contact the Purchasing Department at purchasing2@sierracollege.edu or (916) 660-7626.