

Chesterfield County School District

Procurement Department

401 West Boulevard

Chesterfield, SC 29709

Telephone number (843) 623-2175

Fax Number (843) 623-3434

To: Vendor

We are interested in purchasing supplies and/or services from your company. In order to do so, the following information must be completed so that we can set your company up in our computer records.

Please complete the enclosed Vendor's Application and return it along with a copy of your W-9 promptly to the Chesterfield County School District Procurement Department by:

Fax: (843) 623-3434

or Mail: Chesterfield County School District
Procurement Department
401 West Boulevard
Chesterfield, SC 29709

In compliance with Chesterfield County School District requirements, this information must be received before we can process an order or payment to your company. The form will be returned if not completed entirely and may result in your company not receiving purchase orders or remittance checks.

For your information, you will find enclosed a guide to answer any questions you may have on how to do business with the Chesterfield County School District.

If you should have any questions, please feel free to call me at (843) 634-6681 or Mary Ellen Stone at (843) 623-3436.

Thank you for your cooperation. We look forward to doing business with you.

Sincerely,

Wayne Wallace
Director of Procurement