

UW
UNIVERSITY OF WASHINGTON

Purchasing and Stores

University of Washington Credit Information

Because of the large number of request for University of Washington (UW) credit information from the UW Purchasing and Stores, we are responding with this form posted online. Additional information, if needed, may be obtained by contacting the buyer you are working with or Purchasing front desk staff for general information at (206) 543-5837).

TYPE OF BUSINESS:	Higher Education Institution, State University
YEAR ESTABLISHED:	1861
SHIPPING ADDRESS:	To be supplied at time of order
BILLING ADDRESS: (Invoices, statements, vendor payments: must include purchase order number)	University of Washington Accounts Payables, Box 351130 3917 University Way NE Seattle, WA 98105-6692
ORDER CORRESPONDENCE: (Acknowledgements, purchase order questions)	University of Washington Purchasing Department Box 351110 Seattle, WA 98195-1110
AUTHORIZED PURCHASERS:	Purchasing Department Personnel (Buyers, Program Coordinators and Procurement Representatives)
BANK REFERENCE:	Bank of America, University Branch 4701 University Way NE Seattle, WA 98105 (206) 358-1959 Disbursement Acct. #62045109

TRADE REFERENCES:

Graybar Electric Co., PO Box 3727 Seattle, WA 98124 Contact: Steve Hopkins at (206) 292-4821 or Fax (206) 701-2939	Office Depot, 6805 S 217th St., Kent, Washington 98032 Contact: Jan Chamberlain at (253) 872-1745, Fax: (253) 872-5640, or jan.chamberlain@officedepot.com
Food Services of America, PO Box 3547, Seattle, WA 98124 Contact: Tonya Fowler at Fax (425) 251-1549 Ref. Acct. #7879417	West Coast Paper Co., PO Box 1479, Kent, WA 98032-1845 Contact: Dorothy Marty at (800) 451-2737 ext. 200 Ref. Acct. #18145250

PAYMENT AND INVOICE TERMS:

Payment is due net 30 days from date of receipt of invoice in Accounts Payables, or receipt of goods, whichever is later. Invoices which do not include a correct purchase order number will be returned. Invoices past due may be subject to a late charge not to exceed 1% per month under Washington State law. All terms and conditions of the University of Washington Purchase order apply.

FEDERAL EMPLOYER ID NO.: 91-6001537

SALES TAX:

The University of Washington pays State of Washington sales or use tax on most purchases. The only exceptions are purchases of items for resale or those items not subject to sales tax in accordance with the Revised Code of Washington. These few purchases will be identified within a Sales Tax exemption clause on the purchase order or a separate resale certificate with payment. University of Washington sales tax registration number is C178 019 988.