

# Methodist University's Updated Purchasing Policies and Procedures

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A SUMMARY GUIDE



## The Basics regarding the updated Policies and Procedures:

Methodist University supports a procurement environment based on the understanding that departments are in the best position to determine what they need to run their programs. Therefore, considerable authority has been delegated to departments to make purchasing decisions. This requires that employees involved at every step of the purchasing process take full responsibility for understanding the University's policies and procedures regarding purchasing and vendor relations. Purchasing decisions are business decisions made on behalf of the University and therefore should be made with the utmost consideration for what is in the best interest of both the individual department and the entire University. Purchases also need to be made in the most efficient and cost effective manner.

In an effort to better align our purchasing procedures with industry best practice and the growing need to maximize cost efficiencies and budgetary opportunities, the University is taking calculated steps in the progression towards a more centralized purchasing and invoice payment processing system.

The updated University Purchasing Policy requires employees to complete and obtain an approved purchase requisition prior to actually completing a purchase or committing the University to a purchase with vendors. However, flexibility is provided for low cost purchases of less than \$750 (to vendors who are not specified as PO Vendors) for authorized procurement card (p-card) holders. P-cards will continue to be appropriate forms of payment for low-cost, typically in person or at point of sale payment purchases, or for purchases of immediate need.

The below guidelines will help summarize process changes and provide some basic information you can expect to see under these new guidelines:

### Processes that are NOT currently changing:

- **Employees with purchasing authority will continue making purchasing decisions** regarding what items/goods/services are needed and from what vendor these commodities will be purchased from.
- **P-Cards may continue** to be used for purchases that meet **ALL** of the following criteria:
  - Under \$750
  - From vendors NOT on the [PO Vendor List](#) (if Vendor is on the [PO Vendor List](#), it does not matter the purchase total, the vendor MUST BE paid through the purchase ordering process)
- **P-Card purchases MAY NOT be split to circumvent spending limits**

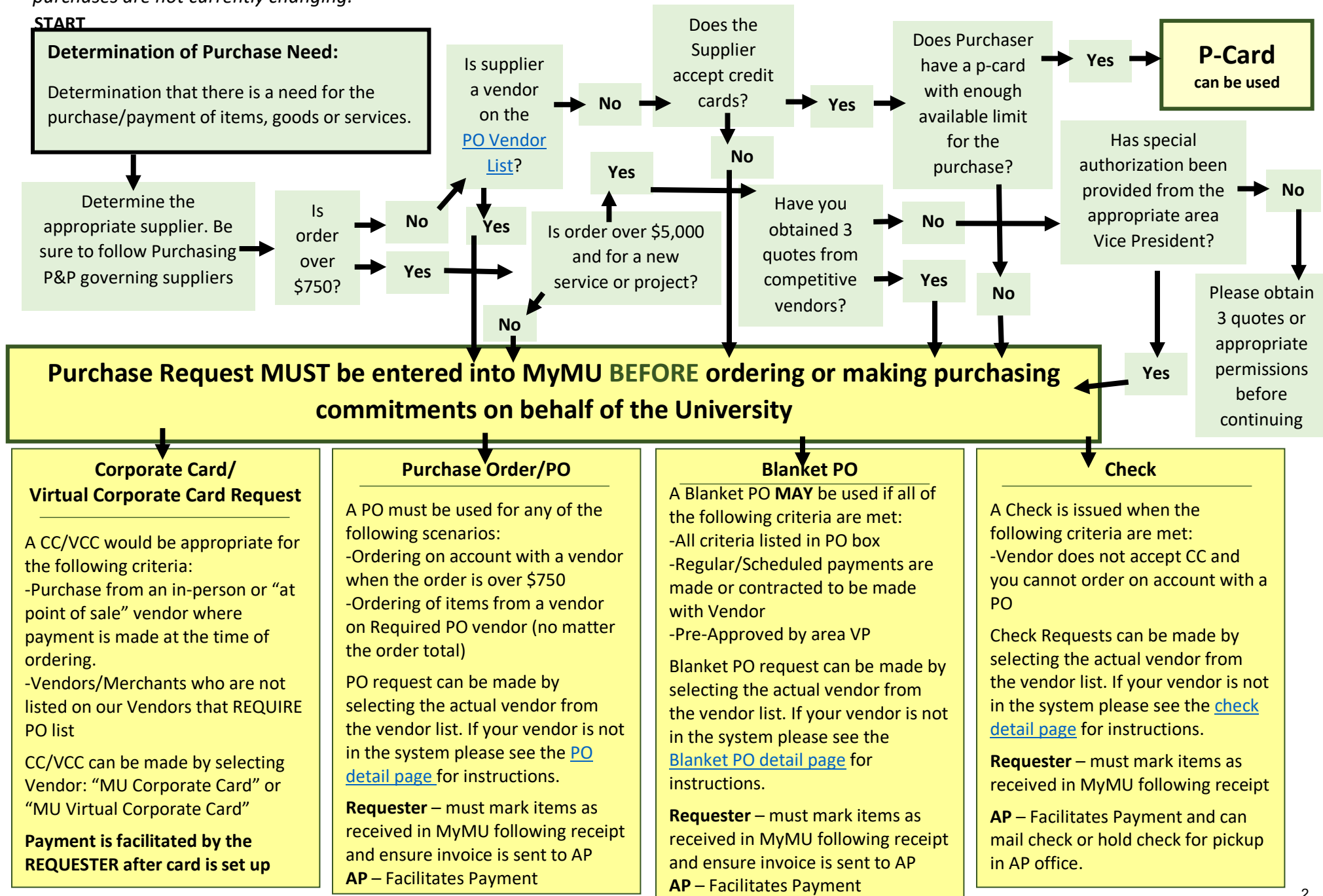
### Processes that ARE changing:

- **Ordering of Items or services of \$750 or greater and/or to vendors on the [PO Vendor List](#)** – PO required as outlined in this guidelines document (see [Flow Chart](#) on page 2). Accounts Payable will facilitate the payment for you on your behalf.
- **Reporting and Tracking** – An Open PO report will be made available on the MyMU portal for purchasers and managers to see what outstanding purchase orders they have on their accounts.
- **P-Card** – Since much of what was purchased on p-cards in the past will now be paid through the purchase order process, p-card transaction and overall credit limits may be lowered for many individuals. In addition, some p-card accounts may be closed (if the majority of what was being purchased on p-cards is now moving toward the PO system)
  - **New Maximum P-Card Limits (if your current limits are lower than these then your limits will not likely change):**
    - \$750 Single Transaction Limit
    - \$5,000 Monthly Credit Limit

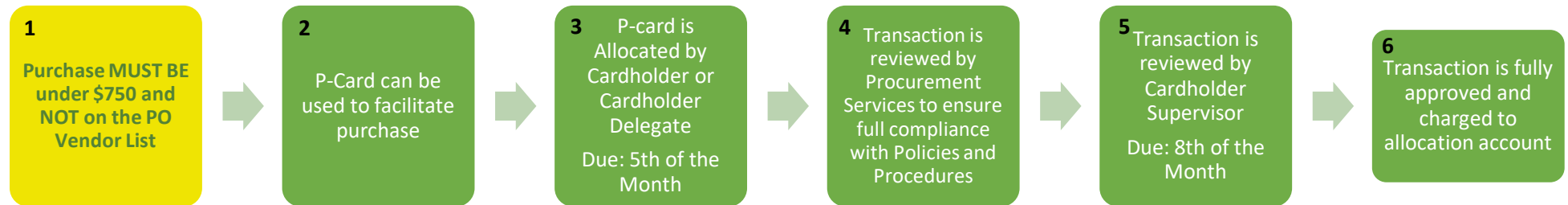
# Procurement Policies and Procedures Guidelines: Ordering and Procurement of Items/Goods/Services

*These guidelines are not designed to provide guidance on travel and meal related purchases. Policies and Procedures for travel and meal related purchases are not currently changing.*

**START**



## P-Card Purchasing Information:



### Basic P-card information (1-2):

For the employee, the P-card comes with an implied authorization to spend funds in a manner consistent with University policy and within the limits, agreed upon with their supervisor. When purchasing with a P-Card, employees do not need to submit a purchase request and wait on the required approvals. Purchases may be accomplished immediately without the requirement of the up-front approval process, however should only be made after prior informal consultation or understanding with the supervisor concerning the necessity of the purchase. **P-Cards may continue** to be used for purchases that are under \$750 and from vendors that are NOT on the PO Vendor List (if Vendor is on the PO Vendor list, it does not matter the purchase total, the vendor MUST BE paid through the purchase ordering process).

### P-Card Allocation (3):

P-card transactions are uploaded daily to suspense accounts within the user's departmental budget. P-card users, or their delegates, are required to allocate their charges to the proper general ledger expense and departmental budgets, using the SunTrust Enterprise Spend Platform (ESP). This allocation is performed, at a minimum, on a weekly basis. When allocated, all transactions should include an itemized receipt and a detailed description of the business purpose for the charge, to include such information as the reason for the purchase, conference titles, names of attendees, dates traveled, etc.

All allocations for each month are due by the 5<sup>th</sup> of the following month (example, July transactions are due by August 5<sup>th</sup>).

### P-Card Approval (4-5):

Once the cardholder (or their delegate) has allocated a charge in the SunTrust ESP, the Procurement Office will perform a review of the transaction. The transaction will be reviewed to ensure it has been correctly coded, includes a detailed description and that an itemized receipt has been attached. Requests for any missing information will be emailed through the ESP platform to the cardholder for submission of the required information.

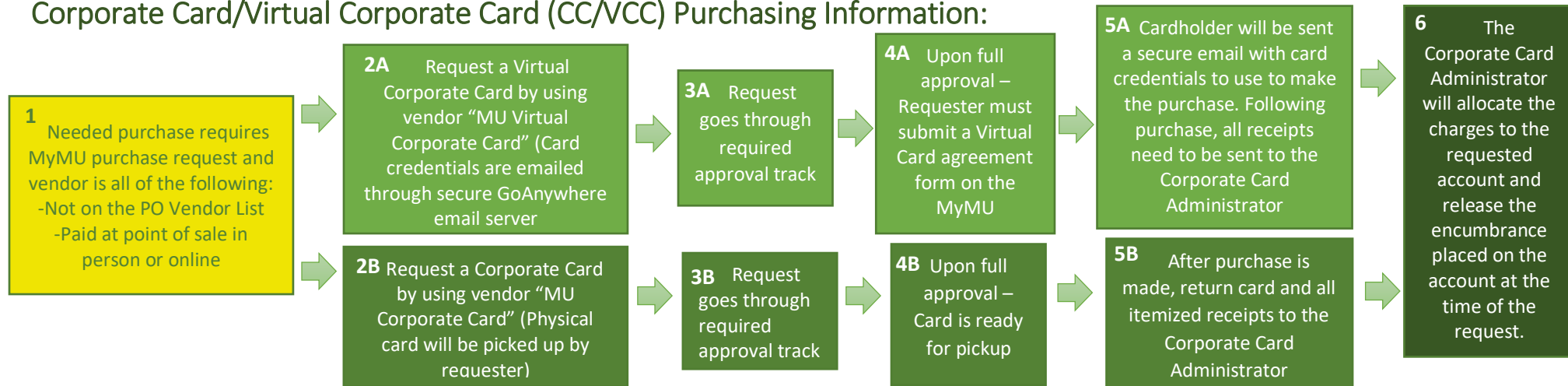
Once Procurement Services has completed the review process, the cardholder's supervisor will receive an email notification that the charge is ready for approval. The supervisor will approve or deny the charges in the SunTrust ESP. The supervisor is responsible for assuring that the business purpose of each expense is valid and directly related to University business and that all expenses are documented with attached receipts. Any further documentation or explanation of expenses may be requested to verify compliance with University Purchasing Policy.

All transaction approvals for each month are due by the 8<sup>th</sup> of the following month (example, July transaction approvals are due by August 8<sup>th</sup>).

### Transaction Posted to Allocation account (6):

Upon full approval the transaction will be extracted from Suntrust ESP and charged to the allocation account in Jenzabar/MyMU. The original charge posted to the default p-card suspense account will be reversed.

## Corporate Card/Virtual Corporate Card (CC/VCC) Purchasing Information:



### Basic CC/VCC information (1):

A CC or VCC can be used when an order/purchase needs to be placed with a vendor/supplier that is not on the [PO Vendor List](#) and the order is under \$750 and the purchaser does not:

- Have a P-card
- Have sufficient limits on their P-card
- Have access to purchase from the specific type of vendor due to MCC restrictions

2A: A Corporate Card is a physical card that can be issued to an employee for the payment of any pre-approved IN PERSON orders/payments. To request the use of a Corporate Card please select vendor "MU Corporate Card" on your Purchase Request form and include a quote or documentation to substantiate your request.

2B: A Virtual Corporate Card represents digital corporate card credentials that can be sent through the secure email server for individuals to use-when placing pre-approved online or over the phone orders/Payments. To request the use of a Virtual Corporate Card please select vendor "MU Virtual Corporate Card" on your Purchase Request form and include a quote or documentation to substantiate your request.

### Corporate Card/Virtual Corporate Card Process:

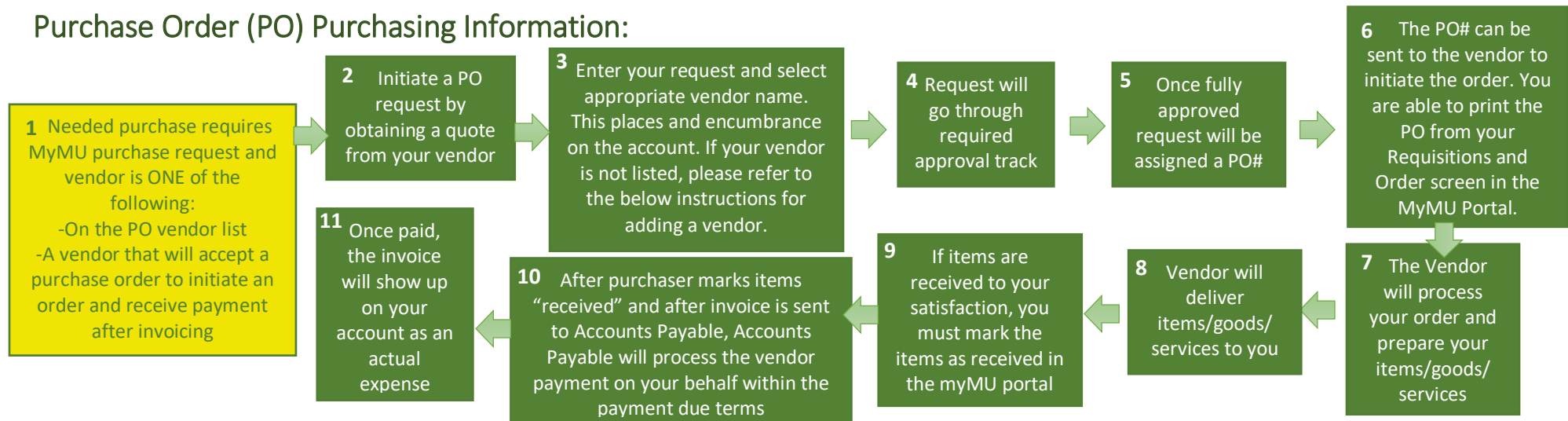
3: Corporate Cards/Virtual Corporate Cards are card purchases that are approved prior to purchase through the MyMU Purchasing Request System. Each department or project account has a unique approval track that is required. Depending on the dollar amount, additional administrative approvals may be required. For specific details on the approval track for your account please refer to the approvals section of the MU Purchasing Policies and Procedures.

4: Following the approval the requester will either: A) pick up the card and facilitate the purchases or B) fill out the virtual corporate card agreement form and then receive the card credentials via email to facilitate the purchases.

5: Once the charges are complete (after the purchase), the purchaser must either: A) return the card and provide the Corporate Card Administrator with itemized receipt or B) simply send copies of the itemized receipt to the Corporate Card Administrator.

6: The Corporate Card administrator will allocate the charges to the requested account and release the encumbrance that was placed on the account at the time of request.

## Purchase Order (PO) Purchasing Information:



### Basic Purchase Order (PO) information:

A Purchase Order (PO) is an official acknowledgement from a buyer to a seller that provides the buyer's agreement to purchase the indicated items, goods, or services. A single Purchase Order is typically used in one order from a vendor/supplier. To initiate a PO, (2) the purchaser will select a supplier/vendor to order from and obtain a quote or necessary item information to include in the purchase order. Next, (3) the purchaser will enter a new purchase request in the MyMU portal. By submitting the PO request, the requested account code will be encumbered for the total amount. Upon final approval, (4-5) the request is issued a PO. The requester is sent an email notifying them that the request has been fully approved and a PO has been generated. The email will include the PO#. The requester can then place the order with the supplier/vendor by referencing that PO# or sending the vendor a physical copy of the purchase order (6). If your vendor would like a physical copy of the PO, a copy can be found on the MyMU Portal in your Requisitions and Orders section by searching for the Requisition or PO in the search window. Once found, the PO is linked on the far right of the table.

After the order has been placed, the supplier/vendor will prepare your ordered items/goods/services for pickup/shipping/delivery (7-8). Once items/goods/services are received to full satisfaction, the requester must mark the PO line items as "received" in the MyMU system (9). This action prompts Accounts Payable that the invoice is ready to be paid. If the invoice was sent to the purchaser instead of Accounts Payable, then it is the responsibility of the purchaser to forward the invoice to Accounts Payable for payment. Accounts Payable will handle the payment of the invoice on the requester's behalf and no further action is required of the requester (10). The invoice will be reflected on your account as an actual payment and the encumbrance placed on the account at the time of the purchase will be released.

### How to add a new Vendor to MyMU:

If the vendor name is not found and...

- **we are paying the vendor by check**, it is possible that we do not have them set up as a Check vendor yet. To add a new vendor, you must first obtain from the vendor a Form W-9 and forward to accounts payable and indicate that you would like to add the vendor to our supplier list (see Form W-9 details on the [Check Payment Information](#) sheet).
- **we are paying the vendor by card**, please provide the remittance information to Accounts Payable and indicate that you would like the vendor set up as a card vendor (a form W-9 is not required).



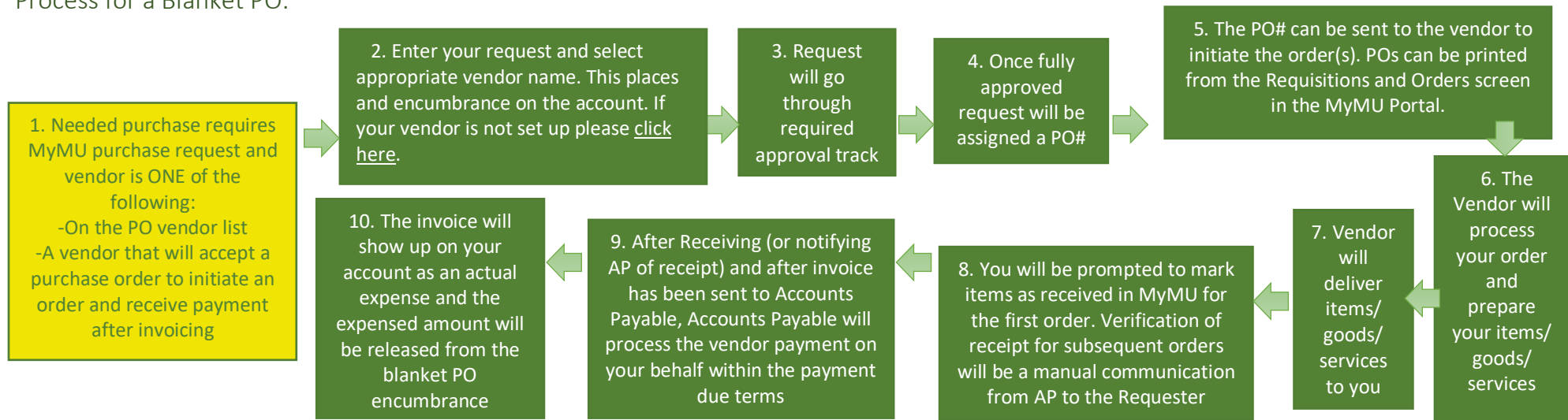
## Blanket Purchase Order (PO) Purchasing Information:

### Basic Blanket Purchase Order (PO) information:

A Blanket PO is very similar to a regular PO except a blanket PO is capable of staying open for the payment of multiple invoices. A Blanket PO would be appropriate to use for a vendor that is paid on a regular basis (like a monthly payment for contracted services) or for vendors that the University does a lot of business with for a specific purpose. Requesters must have approval from the Controller's office to utilize a blanket PO.

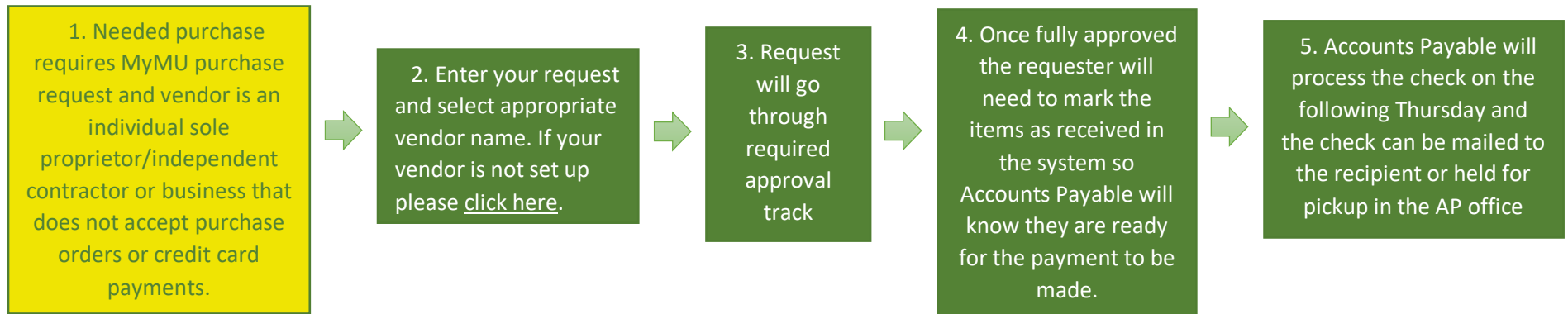
Due to the nature of a blanket PO, the specific purchasing details of all purchases may not be known at the time of the request, and therefore the itemized details will not be able to be marked as received with the satisfactory delivery of the items/goods/services that were ordered. Therefore, Accounts Payable will need to contact requesters directly to ensure that any orders placed using a blanket PO are received satisfactorily before payment is generated.

### Process for a Blanket PO:



With a Blanket PO, steps 5-9 of the process can be repeated any number of times. Each time, the amount of the expense will be released from the original encumbrance and the expense total will be recorded as an actual. When the PO amount is depleted (or the original encumbrance is fully released), then a new PO or Blanket PO will need to be requested in order to place the next order. If a Blanket PO has been fully depleted and the purchaser continues to use the expired PO number, that purchaser will lose the privilege of using a Blanket PO and will be required to complete a new PO request for each future purchase.

## Check Payment Information:



### Basic Check Information:

If a purchase cannot be made on a P-card, Corporate/Virtual Card, or on a vendor account with a Purchase Order, a Check Request may be used as a last resort. The IRS Form W-9 is required to be completed for all vendors to whom we are paying by check (see specific details below for more information). Check requests are generally used for payments to individuals who do not accept credit card payments, such as honorariums. Requests for checks are also made through the MyMU Purchasing Request. Employees requesting a check must give consideration to allow sufficient approval and processing time. It is recommended that check requests be entered at least two weeks prior to the needed payment in order to give approvers time to access and approve the request. Supporting documentation may be uploaded, which will remain attached to the request through the electronic approval process and to Accounts Payable for payment.

Checks are issued on Thursdays and can be held for pickup at the University in the Accounts Payable office or mailed to appropriate remit to addresses.

### Allocation to Expense Account:

As part of the request process, you will select the expense account that the transaction(s) will be charged to. The expense accounts are then encumbered for the requested purpose.

Once the check process is generated, the original encumbrance will be reversed and the actual expense will be charged to the expense account code.

### Approval:

Check Requests are payments/purchases that are approved prior to generation of the check through the MyMU Purchasing Request System. Each department or project account has a unique approval track that is required. Depending on the dollar amount, additional administrative approvals may be required. For specific details on the approval track for your account please refer to the approvals section of the MU Purchasing Policies and Procedures.

### Specific Details:

Some specific details that pertain to Methodist University check payments:

- A completed IRS Form W-9 is required to be on file before the University can pay someone for goods or services with a check. Form W-9 can be downloaded from the IRS website at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.
- The University only provides personal reimbursements for employee mileage reimbursements. Personal reimbursements increase purchasing costs to the University, both in processing costs and through the loss of sales tax and credit card rebates, and will only be made in emergency situations of University need, and must be submitted within 30 days of the original purchase.



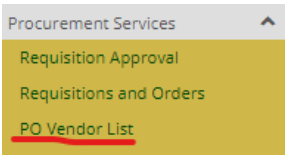
## PO Vendor List:

To access our live PO Vendor List, please follow these instructions:

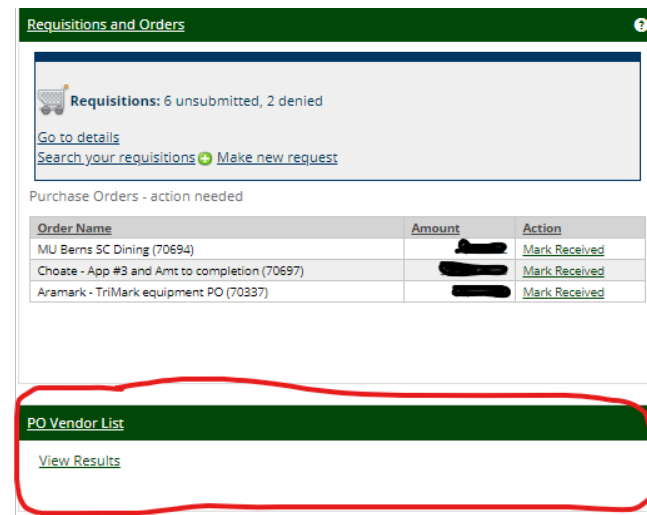
1. Go to the [MyMU Portal](#) and log in.
2. Click on the Controller's Office Tab and then click Procurement Services



3. Within the Procurement Services page you will notice a new section called "PO Vendor List"



4. You can also find this new section displayed right under the Requisitions and Order screen on the home Procurement Services page:



5. Once you are at the PO Vendor List Option click "View Results". The entire list will come up and there will be a search box that will allow you to search for your vendor to see if they are in the list. If you have any questions please contact McKenzie Jackson at [mjackson@methdist.edu](mailto:mjackson@methdist.edu)

PO Vendor List							
Id_num	Vendor	addr_line_1	addr_line_2	city	state	zip	
701932	A-L II, LLC fka Patron Solutions, LLC	d/b/a Sidearm Sports	PO Box 843038	Kansas City	MO	64184-3038	
701679	Accred. Council For Bus SchoolS	11520 West 119Th Street		Overland Park	KS	66213	
701581	Aco Medical Supply	PO Box 26785		Charolotte	NC	28221	
701545	Adirondack Solutions, Inc	PO Box 8102		Bridgewater	NJ	08807	
701641	Air Concepts Usa	645 Se Central Parkway		Stuart	FL	34994	
701546	All U Sportswear	PO Box 235		Raritan	NJ	08869	
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## PO Vendor List - As of 8/4/2020

ID_Num	Vendor	Address Line 1	Address Line 2	City	State	Zip
701932	A-L II, LLC fka Patron Solutions, LLC	d/b/a Sidearm Sports	PO Box 843038	Kansas City	MO	64184-3038
701679	Accred. Council For Bus Schools	11520 West 119Th Street		Overland Park	KS	66213
701581	Aco Medical Supply	PO Box 26785		Charolotte	NC	28221
701545	Adirondack Solutions, Inc	PO Box 8102		Bridgewater	NJ	8807
701641	Air Concepts Usa	645 Se Central Parkway		Stuart	FL	34994
701546	All U Sportswear	PO Box 235		Raritan	NJ	8869
701669	American Bar Association	321 N Clark St		Chicago	IL	60654
701645	American Chemical Society	PO Box 182977		Columbus	OH	43218
701558	American College Of Physicians	190 N Independence Mall West		Philadelphia	PA	19106
701807	American Council of Academic Physical Therapy	1055 North Fairfax Street	Suite 205	Alexandria	VA	22314
701564	American Physical Therapy AssoCiation	Accreditation Department	111 North Fairfax Street	Alexandria	VA	22314
701568	Anza Mailing Systems, Inc	111 New Edition Court		Cary	NC	27511
701608	Aramark Methodist Univ Catering	5400 Ramsey Street		Fayetteville	NC	28311
701566	Associated Microscope Co, Inc	PO Box 1706		Elon	NC	27244
701560	Aupha	1730 M. Street Nw	Suite 407	Washington	DC	20036
701600	Bass Air Conditioning Company,Inc	3261 Natal Street		Fayetteville	NC	28306
701636	Beasley Media Group, Inc	PO Box 1535		Columbus	GA	31902
701628	Bibliotheca, Llc	PO Box 744378		Atlanta	GA	30374
701573	Blue Diamond Transportation	6512 Chappel Hill Rd	Suite A	Raleigh	NC	27607
701562	Bonsai Fine Arts Inc	509 McCormick Dr #O		Glen Burnie	MD	21060
701627	Brady Parts Inc	C/O Pnc Lockbox	Po Box 746341	Atlanta	GA	30374
701629	Brady Trane Services, Inc.	Attn: Accounts Receivable	Po Box 746249	Atlanta	GA	30374
701616	Brame Specialty Co.	1343 Castle Hayne Road		Wilmington	NC	28402
701683	Bsn Sports Llc	P.O. Box 660176		Dallas	TX	75266
701661	Bt Conferencing Video Inc.	PO Box 6376		Carol Stream	IL	60197
701591	Cape Fear Crematory	PO Box 202		Fayetteville	NC	28302
701599	Cape Fear Floring	2727 Hope Mills Rd		Fayetteville	NC	28306
701586	Carolina Specialties InternatiOnal	525 Gillespie St.		Fayetteville	NC	28301
701579	Case	PO Box 424022		Washington	DC	28042
701580	Centurylink	PO Box 1319		Charlotte	NC	28201
701662	Centurylink	PO Box 4300		Carol Stream	IL	60197
701663	Centurylink	PO Box 4305		Carol Stream	IL	60197
701639	Check In Systems Inc	10460 Roosevelt Blvd #314		St Petersburg	FL	33716
701648	Cintas	PO Box 630803		Cincinnati	OH	45263
702180	City Electric Supply Co	P.O. Box 13507	NULL	Greensboro	NC	27415
701540	Clean Harbors Env. Services	PO Box 3442		Boston	MA	2241
701685	Clear Channel Outdoor	PO Box 847247		Dallas	TX	75284
701548	Cm&F Group, Inc	99 Hudson St	12 Fl.	New York	NY	10013

ID_Num	Vendor	Address Line 1	Address Line 2	City	State	Zip
701642	Coachcomm, Llc	205 Technology Parkway		Auburn	AL	36830
702131	College Promotions Inc.	1 Ace Street	NULL	Fall River	MA	2720
701646	Collegiate Leadership Competitlon	1104 Prospect Ave East	# 506	Cleveland	OH	44115
701554	Connection	Db a Connection	Po Box 536477	Pittsburgh	PA	15253
701572	Consolidated Laundry EquipmentInc	530 Maywood Ave		Raleigh	NC	27603
701695	Cosmed Usa, Inc.	1850 Bates Ave		Concord	CA	94520
701694	Crescendo Interactive, Inc.	110 Camino Ruiz		Camarillo	CA	93012
701576	Criminal Record Check.Com, Inc.	PO Box 90998		Raleigh	NC	27675
701601	Crown Complex	1960 Colseum Drive		Fayetteville	NC	28306
701592	Cumberland Septic Services Inc	PO Box 35192		Fayetteville	NC	28303
701643	Cupa-Hr	PO Box 306257		Nashville	TX	37230
701575	Custom Door & Gate	PO Box 18328		Raleigh	NC	27619
702019	Cyan Creative	P.O. Box 723	NULL	Nixa	MO	65714
701602	Deon Arnold Heating & Air CondItioning,	1722 Gillespie Street		Fayetteville	NC	28306
701640	Dex Imaging	PO Box 17299		Clearwater	FL	33762
701584	Dormakaba Usa Inc.	PO Box 896542		Charolotte	NC	28289
701550	Ecolab	PO Box 32027		New York	NY	10087
701689	Educause	PO Box 910781		Denver	CO	80291
701876	Edwards Electronic Systems, Inc.	P.O. Box 39	NULL	Clayton	NC	27528
701603	Elite Air Solutions	2719 Owen Drive		Fayetteville	NC	28306
701670	Evoqua Water Technologies Llc	28563 Network Place		Chicago	IL	60673
701690	Ewing	3441 E. Harbour Dr		Pheonix	AZ	85034
701624	Express Services, Inc.	PO Box 535434		Atlanta	GA	30353
701935	EZ Facility, Inc	67 Froehlich Farm Boulevard	NULL	Woodbury	NY	11797
701594	Fayetteville Technical CommuniTy	PO Box 35236		Fayetteville	NC	28303
701631	Fisher Scientific	PO Box 404705		Atlanta	GA	30384
701617	Fusion Fiber Optics	1889 Greene Haynes Rd		Kinston	NC	28504
701577	Gen. H. Hugh Shelton LeadershiP	Nc State University	Campus Box 7401	Raleigh	NC	27695
701668	Glitter Starz	5100 Lawndale Ave		Mccook	IL	60525
701587	Greater Fayetteville Chamber	159 Maxwell Street		Fayetteville	NC	28301
701806	Green Resource	P.O. Box 429	NULL	Colfax	NC	27235
701582	Gregory Poole Equip Company	Processing Center	Po Box 60457	Charolotte	NC	28260
701567	Hardware Distributors Inc.	PO Box 16847		Greensboro	NC	27416
701633	Harrell's Llc	PO Box 935358		Atlanta	GA	31193
701655	Healy Awards, Inc	N94w14431 Garwin Mace Drive		Menomonee Falls	WI	53051
701634	Herc Rentals Inc.	PO Box 936257		Atlanta	GA	31193
701570	Holland Industrial	PO Box 987	518 W. Montgomery Street	Henderson	NC	27536
701839	Howies Hockey, Inc	3445 36th Street Southeast	NULL	Kentwood	MI	49512
701557	Hpso	1100 Virginia Drive	Suite 250	Fort Washington	PA	19034
701588	Hubbard Pipe & Supply, Inc	463 Robeson Street		Fayetteville	NC	28301

ID_Num	Vendor	Address Line 1	Address Line 2	City	State	Zip
701671	Hudl	29775 Network Place		Chicago	IL	60673
701644	Hurst Review Services	127 South Railroad Ave		Brookhaven	MS	39601
701593	Immersion Media	3520 Prestwick Drive		Fayetteville	NC	28303
701598	International Minute Press	1005 Arsenal Ave		Fayetteville	NC	28305
701559	J. C. Ehrlich	P.O. Box 13848		Reading	PA	19612
701974	J.C. Ehrlich	d/b/a Ehrlich A Rentokil Company	PO Box 13848	Reading	PA	19612
701604	Jeb Designs	PO Box 65149		Fayetteville	NC	28306
701541	John Wiley & Sons, Inc	PO Box 416502		Boston	MA	2241
702150	Johnson Controls Fire Protection LP	Dept CH 10320	NULL	Palatine	IL	60055-0320
701874	Johnson-Lambe Co.	P.O. Box 10765	NULL	Raleigh	NC	NULL
701672	Jostens	21336 Network Place		Chicago	IL	60673
701892	JR Associates	400 W Broadway Suite 1, #159	NULL	Missoula	MT	59802
701675	K&K Insurance Group, Inc	8314 Innovation Way		Chicago	IL	60682
701687	Kaplan Higher Education Corp	PO Box 203930		Dallas	TX	75320
701838	Keffer Development Services LLC	24 Village Park Drive	NULL	Grove City	PA	16127
701688	Kitty Keller Designs	416 N. Austin St		Seguin	TX	78155
701681	Leads Online	6900 Dallas Parkway	Suite 825	Plano	TX	75024
701543	Liaison International, Llc	311 Arsenal Street		Watertown	MA	2472
701973	Lindenmeyr Munroe	3831 South Alston Avenue	NULL	Durham	NC	27713
701623	Lyrasis	1438 West Peachtree St. Nw	Suite 150	Atlanta	GA	30309
701561	Magnet Forensics Usa, Inc	2250 Corporate Park Drive	Suite 130	Herndon	VA	20171
701686	Mailfinance	Dept 3682	Po Box 123682	Dallas	TX	75312
701652	Marshall Best Security CorporaTion	13097 Parkside Drive, Ste B		Fishers	IN	46038
701565	Mckesson Medical-Surgical	9954 Maryland Drive	Suite 4000	Richmond	VA	23233
701605	McLaughlin Tile, Inc	PO Box 65323		Fayetteville	NC	28306
701676	Medhub, Llc	62562 Collection Center Drive		Chicago	IL	60693
701555	Micro Focus Software Inc.	PO Box 641025		Pittsburgh	PA	15264
701556	Minitab	1829 Pine Hall Road		State College	PA	16801
701693	Modern Postcard	1675 Faraday Ave		Carlsbad	CA	92008
701583	Mood Media	PO Box 71070		Charlotte	NC	28272
701635	Myers Mcreae	515 Mulberry Street	Suite 200	Macon	GA	31201
701574	National Air Filters	1109 New Hope Rd.		Raleigh	NC	27610
701563	National Association Of CollegE	PO Box 791331		Balltimore	MD	21279
701625	Ncaa	Accounts Receivable	Po Box 540014	Atlanta	GA	30353
701658	Ncs Pearson, Inc	5601 Green Valley Dr.		Bloomington	MN	55437
701578	North Carolina Department Of Labor	Financial Services Division	1101 Mail Service Center	Raleigh	NC	27699
701699	Notifi Llc	1420 E. Roseville Pkwy \$140-243		Roseville	CA	95661
701626	Occupational Health Centers OfNorth	PO Box 82730		Hapeville	GA	30354
701651	Oclc, Inc	PO Box 714746		Cincinnati	OH	45271
701622	Paper Handling Solutions	870 Highway 54 East		Fayetteville	GA	30214

ID_Num	Vendor	Address Line 1	Address Line 2	City	State	Zip
701673	Parts Town, Llc	27787 Network Place		Chicago	IL	60673
701551	Performance Health Supply, Inc.	D/B/A/ Medco Supply Company	25 Northointe Parkway, Suite 25	Amherst	NY	14228
701647	Pioneer Manufacturing Company	4529 Industrial Parkway		Cleveland	OH	44135
702020	PlacesMobile	19321 Yellowtail Ct	NULL	Venice	FL	34292
701595	Ppg Painta	894 Elm Street		Fayetteville	NC	28303
701539	Prize Possessions, Inc	340R Vanderbilt Ave		Norwood	MA	2062
701618	Pro Services	PO Box 4040		Emerald Isle	NC	28594
701649	Proforma	PO Box 640814		Cincinnati	OH	45264
701682	Prosourc Specialties Llc	PO Box 271463		Flower Mound	TX	75027
701621	Range Servant America, Inc	3000 Center Place	Suite 300	Norcross	GA	30093
701930	Restroom Direct	129 Oakpark Drive	Unit A	Mooresville	NC	28115
701677	Riddell/All American Sports Corp	PO Box 71914		Chicago	IL	60694
701552	Rochester Midland Corporation	PO Box 64462		Rochester	NY	14624
701637	Rock Team Sports, Llc	1851 Forrest Road		Winter Park	FL	32789
701656	Rosh Review, Llc	PO Box 628532		Middleton	WI	53562
701654	Ruffalo Noel Levitz	PO Box 718		Des Moines	IA	50303
701916	Rydin	P.O. Box 92170	NULL	Elk Grove Village	IL	60009
701553	Safety-Kleen Systems, Inc.	PO Box 382066		Pittsburgh	PA	15250
701606	Seegars Fence Co	PO Box 64033		Fayetteville	NC	28306
701664	Share Corporation	PO Box 8867		Carol Stream	IL	60197
701609	Sherwin Williams	3609 Ramsey St		Fayetteville	NC	28311
701674	Shred-It	C/O Stericycle, Inc.	28883 Network Place	Chicago	IL	60673
701607	Simply Screen Printing	650 Gillespie St		Fayetteville	NC	28306
701571	Sirchie	100 Hunter Place		Youngsville	NC	27596
701611	Siteone Landscape Supply	Fayetteville, Nc \$188	2494 Downing Rd	Fayetteville	NC	28312
701569	Smith's Addressing Machine SerVices,	151 Technology Dr		Garner	NC	27529
701680	Sna Sports Group	PO Box 83202		Lincoln	NE	68501
701805	Soccer.com	431 US Hwy 70A East	NULL	Hillsborough	NC	27278
701610	Southeaster Automotive	1909 Pamalee Dr		Fayetteville	NC	28311
701585	Southeastern Paper Group	PO Box 890671		Charolotte	NC	28289
701975	Spectrum	PO Box 70872	NULL	Charlotte	NC	28272
701638	Springshare Llc	801 Brickell Ave	Suite 900	Miami	FL	33131
701931	STERIS Corporation	5960 Heisley Road	NULL	Mentor	OH	44060
701630	Sunbelt Rentals, Inc.	PO Box 409211		Atlanta	GA	30384
701917	Superion, LLC	12709 Collection Center Drive	NULL	Chicago	IL	60693
701833	Systel Business Equipment	PO Box 41602	NULL	Philadelphia	PA	19101-1602
701653	Terryberry	2033 Oak Industrial Drive N. E.		Grand Rapids	MI	49505
701692	The Antigua Group, Inc	PO Box 5300		Peoria	AZ	85385
701549	The College Board	PO Box 30171		New York	NY	10087
701537	The Mathworks, Inc.	3 Apple Hill Drive		Natick	MA	1760

ID_Num	Vendor	Address Line 1	Address Line 2	City	State	Zip
701615	The Pilot, Llc	PO Box 58		Southern Pines	NC	28388
701596	The Trophy House, Inc	3006 Bragg Blvd		Fayetteville	NC	28303
701698	Therapeutic Research Center	3120 W. March Lane		Stockton	CA	95219
701547	Thieme Publishers, Inc	333 7Th Avve		New York	NY	10001
701666	Thomson Reuters - West	Payment Center	Po Box 6292	Carol Stream	IL	60197
701660	Thyssenkrupp Elevator Corp	PO Box 3796		Carol Stream	IL	60132
701620	Tri-State Pump & Control, Inc	1162 Chastain Rd		Liberty	SC	29657
701696	Turnitin	2101 Webster St	Suite 1800	Oakland	CA	94612
701612	Unifirst Corporation	2455 Downing Road		Fayetteville	NC	28312
701590	Up & Coming Magazine	727 Mcgilvary St		Fayetteville	NC	28301
701542	Up To Date	PO Box 412094		Boston	MA	2241
701613	Us Logoworks	4200 Morganton Road	Ste 105	Fayetteville	NC	28314
373370	US Postal Service (Bulk Mail)	Fayetteville Main Office	PO Box 99621	Fayetteville	NC	28302-9621
701614	Usa Storage Center	6463 Rockfish Road		Hope Mills	NC	28348
701650	Valley Proteins, Inc	PO Box 643393		Cincinnati	OH	45264
701632	Veritiv Operating Company	PO Box 409884		Atlanta	GA	30384
701684	Verizon	PO Box 660108		Dallas	TX	75266
701691	Waste Management Of Carolinas,Inc.	Fayetteville Hauling	Po Box 42930	Pheonix	AZ	85080
701657	Wegner Corporation	555 Park Drive	Po Box 448	Owatonna	MN	55060
701667	Wm Corporate Services, Inc	As Payment Agent	Po Box 4648	Carol Stream	IL	60197
701697	Zoom Video Communications Inc.	55 Almaden Blvd	6Th Floor	San Jose	CA	95113