

CITY OF THIBODAUX

FINANCE DEPARTMENT

P. O. BOX 5418
310 WEST 2nd STREET
THIBODAUX, LOUISIANA 70302
FAX: (985) 446-7242
WEBSITE: www.ci.thibodaux.la.us
EMAIL: financedir@ci.thibodaux.la.us

To All New Vendors:

The City of Thibodaux welcomes new Vendors. Vendors wanting to do business with the City of Thibodaux are required to submit a Vendor Application, W9 Form, and copy of Certificate of Liability and Worker's Compensation Insurance if your company provides labor services on City premises. All forms must be received in order to be added as a vendor for the City of Thibodaux. The City of Thibodaux also encourages participation in the ACH payments for invoices. ACH payments can be set up by completing the Direct Deposit Forms. Forms can be found on the City of Thibodaux website, www.ci.thibodaux.la.us, by contacting the Purchasing Office via email at purchasing@ci.thibodaux.la.us or by telephone at 985-446-7225. Completed forms can be emailed to purchasing@ci.thibodaux.la.us or faxed to 985-446-7242.

All purchases for the City of Thibodaux require a purchase order. All purchases of supplies, materials, equipment, and/or services shall be placed by the City of Thibodaux's Purchasing Office. These purchases shall specify delivery or pick up by a City of Thibodaux employee. Except for emergencies, no purchases shall be made without a valid purchase order number. Purchases for goods delivered or services rendered without a valid purchase order number are void and not considered an obligation of the City of Thibodaux.

The City of Thibodaux is sales tax exempt and a tax exemption certificate will be provided upon request.

All invoices received by the City of Thibodaux must reference a valid purchase order number in order to be processed for payment. All invoices shall be emailed to purchasing@ci.thibodaux.la.us or mailed to:

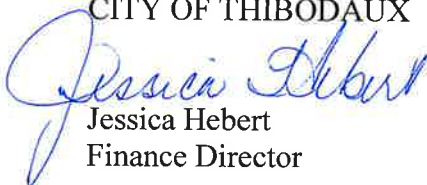
City of Thibodaux
P.O. Box 5418
Attn: Purchasing
Thibodaux, LA 70302

If there are any questions regarding the City of Thibodaux Purchasing Procedures, please contact Sonja Clement in the Purchasing Office at 985-446-7225.

Thank you in advance for your cooperation.

Sincerely,

CITY OF THIBODAUX



Jessica Hebert
Finance Director