

# CITY OF THIBODAUX

## FINANCE DEPARTMENT

P. O. BOX 5418  
310 WEST SECOND STREET  
THIBODAUX, LOUISIANA 70302

[www.ci.thibodaux.la.us](http://www.ci.thibodaux.la.us)

**DEBORAH A. DAIGLE**  
DIRECTOR

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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, W-9 Form, and copy of Certificate of Liability and Worker's Compensation Insurance. All forms must be received in order to be added to the City of Thibodaux's vendor listing. Forms can be found on the City of Thibodaux website <http://www.ci.thibodaux.la.us> or by contacting the Purchasing Office at 985-446-7225. Completed forms can be faxed to 985-446-7242 or emailed to [purchasing@ci.thibodaux.la.us](mailto:purchasing@ci.thibodaux.la.us).

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 Department. These purchases shall specify delivery or pick up by a City of Thibodaux employee. Except for emergencies, no purchases shall be made without a purchase order number. Purchases for any goods delivered or services rendered without a 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 paid. All invoices shall be mailed to:

City of Thibodaux  
Accounts Payable  
P.O. Box 5418  
Thibodaux, LA 70302

If there are any questions regarding the City of Thibodaux purchasing procedures, please contact the Finance Department. The following City of Thibodaux personnel can assist you with your questions:

Brenda Pearson, Purchasing Technician at (985) 446-7225,  
Angie Chiasson, Account Technician III at (985) 446-7224

Thank you in advance for your cooperation with the City's purchasing procedures.

Sincerely,

CITY OF THIBODAUX



Deborah A. Daigle  
Finance Director