



BUSINESS & ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES

1156 HIGH STREET
SANTA CRUZ, CA 95064

Subject: Vendor's Request for Completion of Credit Applications

Although it is customary for UCSC to decline credit application requests, we are happy to provide references and financial information which can be used to validate the excellent credit standing of The University of California. As a large multi-campus university and recipient of public funds, UCSC will not execute standard commercial credit applications or credit agreements.

The following information about The University of California's credit standing, corporate form and other related data is provided in lieu of an executed credit application or agreement. Financial information about The University of California is also viewable at:

[UCOP Annual Financial Report – 2013-14 \(pdf\)](#)

Background: UCSC was established in 1965 and is one of ten campuses in the University of California system. We are an institution of higher education established under The Constitution of the State of California, Section 9 and Article IX, and governed by the Regents of the University of California.

Supplier Obligations: Receiving a Purchase Order from UCSC carries with it the obligation to supply the ordered goods or services at the agreed-upon price, at the promised time, and without the need for buyer's intervention, renegotiation, or continued expediting. Full performance of contractual obligations will help your company earn a favorable evaluation and opportunities for further participation in our purchasing programs. Goods and services procured by the University are ordered primarily by issuance of a purchase order. UCSC Purchase Orders are authorized by professional university buyers who hold the delegated authority to obligate UCSC. Numerous campus departments have designated low value buyers with limited authority not exceeding \$2,500 per transaction via UCSC's Purchasing Card Program.

Invoices: The following information MUST appear on all invoices to the University of California, Santa Cruz:

- Name and department of the individual placing the order.

- The entire seven-character UCSC Purchase Order Number must appear on the invoice.
- Detailed description of material ordered so persons unfamiliar with the product can identify it.
- University supply agreement number, if applicable.
- Sales tax information, if any.

Incomplete invoices result in a delay of payment, so it is in your best interest to comply with these instructions. Invoices shall be sent to:

University of California, Santa Cruz
FAST/Accounts Payable Office
1156 High Street
Santa Cruz, CA 95064

Accounts Payable/Disbursements: Questions about the payment process or past due invoices shall be directed to the FAST/Accounts Payable of UCSC Financial Affairs by calling (831) 459-4488. Past due invoices may be faxed to (831) 459-1723 or e-mailed to: aphelp@ucsc.edu.

Sales and Use Tax: The University of California is subject to the sales and use taxes imposed by the State of California upon retailers and purchasers conducting business in the state. By policy, UCSC generally requires the Seller to pay State of California sales taxes applicable to materials and supplies furnished, or work performed.

Vendors within the State of California must collect sales tax and report it to the State Board of Equalization.

State of California use tax is imposed upon UCSC for use or other consumption in this state of consumable goods or capital assets from out-of-state vendors not doing business in California. Out-of-state vendors who conduct a considerable amount of business in California frequently obtain a sellers permit to collect California sales tax and report it to the State Board of Equalization. Such vendors are required to identify their sellers permit number on their invoices; otherwise UCSC will deduct sales tax from their invoices.

The University is not exempt from state sales or use tax except for the conditions listed below. Suppliers shall refer to the governing purchase order, agreement, or contract before making the determination that any item purchased by UCSC is exempt from State of California sales or use tax. Purchases by UCSC may be exempt from State of California sales or use tax if:

- Property was purchased using federal funds where title to that property (or ultimately fabrication of property) vests with the Federal Government under which case the governing purchase order will identify that the goods are exempt from sales or use tax and subject to UCSC's resale certificate.
- Goods are purchased by UCSC for resale (*i.e.*, the item is being purchased from a seller to be resold by UCSC to a consumer by UCSC entities such as the Dining Services or Bookstore.)

Internet Vendor Guide to Doing Business with UCSC:

Vendors can access valuable information about doing business with UCSC by visiting our [Supplier Guide](#) web site. We invite all vendors to visit this site on a regular basis to keep abreast of any changes to the policies and procedures outlined in this writing and other useful information about UCSC's procurement process.

Financial References & Account Information:

Dun & Bradstreet Account Number: 626933428
Bank Name: Wells Fargo Bank Bank Address: 707 Wilshire Blvd. Los Angeles CA 90017

Phone: (800) 289-3557
Account Number: 4759606783
UCSC's FEIN: 94-1539563

Current Supplier References:

Peninsula Business Interiors
325 S. Main St.
Salinas, CA 93901
Phone: 831-757-4107

Palace Office Supply
2606 Chanticleer Avenue
Santa Cruz, CA 95065
Phone: 831-476-3815

Dream Inn
Santa Cruz Beach Hotel Partners
175 West Cliff Drive
Santa Cruz, CA 95060
Phone: 831-426-4330

How our Suppliers Can Help Us do a Better Job:

- Refrain from offering gifts or gratuities or anything that could be construed as such.
- Tell us if our specifications for a product can be improved, to provide a better performance, a longer-life product, and/or lower cost.
- Keep us informed of your latest online catalogs and current price list.
- Keep us informed of your back order situations, plant closures, impending shortages or strikes.
- Follow through on orders to ensure delivery to us as promised.
- Insure that any shipments arranged by you contain our purchase order number on the shipping label.
- Include the UCSC purchase order number on your invoice and mail to the invoice address listed above.
- Keep us informed of your current payment terms.
- Complete a new [204 form](#) when there is a change of your business address or ownership status.
- Call the Procurement Office for appointments.

Do not accept requests for goods or services from the university without a purchase order number or presentation of a University of California Procurement Card.

Should additional information be required, please contact one of our professional buyers who have the expertise about the goods and services offered by your firm. Although this professional buyer may not be directly responsible for the particular transaction referred by this letter, he or she can assist you regarding UCSC's procurement practices.

Sincerely,

UCSC Procurement Services
1156 High Street
Santa Cruz, CA 95064
Help Desk: (831) 459-2311
Email: buy4me@ucsc.edu