ALAMO COLLEGES DISTRICT

Purchasing & Contract Administration

RETURN TO: **Purchasing & Contract Administration**
2222 N Alamo St
San Antonio, Texas 78215
Phone: 210/485-0100
email: dst-alamovendor@alamo.edu

INVOICE REGISTRATION FORM

This form is to be completed by customers receiving services from Alamo Colleges.

COMPANY NAME _____

STREET/P.O.BOX _____

CITY _____ **STATE** _____ **ZIP** _____

PHONE (_____)_____ **FAX** (_____)_____

EMAIL ADDRESS _____ **WEB-SITE** _____

BILLING POINT OF CONTACT _____
(*Typed Name*)

PHONE (_____) _____

FOR PURCHASING & CONTRACT ADMINISTRATION USE ONLY

VENDOR ID _____ DATE ENTERED _____

This form must be completed to generate a Banner ID required to ensure accurate invoicing by Alamo Colleges District. The Invoice Registration Form must be submitted to the above address or emailed to dst-alamovendor@alamo.edu for processing.