



ACP0001

Revision Date: 07-2018

Form Revisions
Finalized by: Joann Sprouse

Business Information

Company Name: Virginia Community College Shared Services

Billing address: 147 Daleville Centre
Daleville, VA 24083

Phone: 877-340-5577

Fax: 540-591-4001

Email: ssc@ssc.vccs.edu

Tax ID #: 82-1174167

Accounts Payable Contact Information

Phone: 877-340-5577

Fax: 540-591-4001

Email: ssc@ssc.vccs.edu

Invoice Submission requirements

Invoices must be mailed to the above billing address or emailed to invoice@ssc.vccs.edu. The invoice must include a PO number and the college name of where the product and/or service was provided. Payment terms are based on the receipt at our center of an invoice that meets the preceding requirements.

Sales Tax

We are exempt from sales tax. A Sales Tax Exemption Certificate can be provided upon request.

W9

A W9 can be provided upon request.