

Credit Request Information Form (ACP0001)



Business Information

Company Name:

Virginia's Community Colleges Shared Services Center

Business Address:

147 Daleville Centre
Daleville, VA 24083

Phone:

877-340-5577

Fax:

540-591-4001

Email:

help@ssc.vccs.edu

Tax ID #:

82-1174167

Accounts Payable Contact Information

Phone:

877-340-5577

Fax:

540-591-4001

Email:

invoice@ssc.vccs.edu

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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 institution 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.

W-9

A W9 can be provided upon request.