

Community Colleges of Spokane Purchasing Department

MS 1007 ▪ 501 N. Riverpoint Blvd, Suite 226 ▪ PO Box 6000 ▪ Spokane WA 99217-6000
(509) 434-5325 ▪ FAX (509) 434-5340



Information for Vendors and Suppliers Community Colleges of Spokane (CCS)

Thank you for requesting credit information regarding the Community Colleges of Spokane. Washington State Community College District #17, aka Community Colleges of Spokane (CCS) is an institution of higher education as defined in 28B.10.016 of the Revised Code of Washington (RCW).

As an institution of the State of Washington, our principal funding is provided by the State Legislature.

Financial statements are not prepared for separate organizations of State government. Our financial information is summarized and reported in the State of Washington's Comprehensive Annual Financial Report. We are audited annually by the State Auditor's Office.

After receipt and acceptance of merchandise, Washington State law RCW 39.76.011 (1) requires us to pay properly completed invoices within thirty day of receipt.

Our principal banking relationship is with Bank of America NA. For information, they may be contacted at (800) 253-0786.

We are required to pay Washington State sales tax on all purchases except items for resale for our two bookstores and the automotive parts merchandising department.

Our federal taxpayer identification number is 91-0824678. Our State of Washington Uniform Business Identifier (UBI) number is 328-053-570. Our DUNS number is 153-805-213.

The Purchasing office for the District procures all goods and services required by our instructional units. These units include Spokane Community College (SCC), Spokane Falls Community College (SFCC) and the Institute for Extended Learning (IEL). The operations of the IEL include various Head Start programs located at the campuses and other community centers, as well as operations in Ferry, Stevens, Pend Oreille and Whitman counties.

Unless specifically instructed otherwise, all shipments are to be sent to CCS Central Stores, 3939 N. Freya Street, Spokane, WA 99217. The phone number for our receiving warehouse manager is (509) 533-4781.

All invoices should be addressed to Accounts Payable, Community Colleges of Spokane, P.O. Box 6000 MS 1007, Spokane, WA 99217. Suppliers whose company name begins A – L may contact Ms. Louann Paupst at (509) 434-5287; suppliers named M – Z may contact Ms. Linda Roush at (509) 434-5294.

The main phone number for Purchasing is (509) 434-5318, and the fax for both Purchasing and Accounts Payable is (509) 434-5340. These offices are located on the second floor of the Riverpoint One building, located at 501 N. Riverpoint Blvd. on the Riverpoint campus in downtown Spokane.