



Daniel P. King, Ph.D.
Executive Director

Region One Education Service Center

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Vendor Addressed:

Thank you for your interest in conducting business with Region One Education Service Center (ESC). Region One ESC requires the enclosed forms:

- Form W-9, revised March 2024
- Required Vendor Information Form
- Form CIQ
- Electronic Fund Transfer Agreement (ACH)
- Independent Contractor versus Employee Checklist, *if applicable*
- Region One ESC Sole Source Affidavit Form, *if applicable*

Prior to making payments for any purchase, service, or debt billed to Region One ESC, vendors are **REQUIRED** to obtain an approved purchase order, with a Purchase Order number, before the issuance of any vendor or suppliers' goods and/or services. **Region One ESC is not liable for any goods/services provided without an approved Purchase Order.**

To expedite payment, the following information must be provided in all invoices issued by the vendor:

1. Itemized invoice
2. Region One ESC Purchase Order number printed on the itemized invoice
3. Include the program and/or department being billed
4. Include the Cooperative Name and Contract Number, if applicable
5. Include the Remit To address so ESC can ensure payments are routed correctly, if applicable
6. Email invoices to: accountspayable@esc1.net

If you have any questions, please do not hesitate to contact the Region One ESC Accounts Payable at accountspayable@esc1.net. We appreciate your attentiveness to this matter as we work together to ensure you receive timely payments.

You can find more information about the Region One Education Service Center at the following links. If a real or perceived conflict exists with any Region One ESC employee or board member, vendors must note conflicts on the Form CIQ.

- Website: www.esc1.net
- Board of Directors: <https://www.esc1.net/about/board-of-directors>
- Organizational Chart: <https://www.esc1.net/about>
- Bid Opportunities: <https://esc1.bonfirehub.com/portal/?tab=openOpportunities>

Respectfully,

Angela de la Cruz
Finance Administrator