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 Date

Company Name

Address

Dear Mr.:

 The \_\_\_\_\_\_\_\_\_ Department at North Carolina State University would like to establish an account with \_company\_\_\_. Our Purchasing Department has requested that you accept this letter in lieu of your standard application and has provided the following information. At present, the University consists of twelve colleges, approximately 7,200 faculty and staff, and its geographical boundaries are limitless, extending to many foreign countries. The University's annual expenditure last year was approximately $300 million, which includes acquisition of all campus goods and services except books and foods.

 North Carolina State University is a State-funded educational institution, therefore, we cannot furnish a listing of business or bank references. As a large research and leading academic institution, we do business with over 41,000 vendors on a regular basis. North Carolina State University is sales tax exempt and our sales tax exemption number is 400021. Our Federal Identification number is 56-6000756.

 Purchases for goods under $5,000.00 may be charged by this campus department and the invoice should be sent directly to the department **.** Purchases totaling over $5,000.00 must be handled on a Purchase Order and invoice sent directly to Accounts Payable, Campus Box 7204, Raleigh, NC 27695. Our payment terms are net 30 days.

 I hope the above information will make it possible for you to establish an account. If you need additional information, please contact me at (919)\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Sincerely,

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