



# TOWN OF WILKESBORO

## VENDOR/SUPPLIER INFORMATION FORM

- Print legibly or type. Please complete this form in its entirety so we may get your organization added to our financial software as a Vendor/Supplier/Bidder. If all information is not provided or is illegible, you may not be considered a valid Vendor/Supplier/Bidder and could result in a late payment.
- If you are a current vendor or bidder and receiving this form, it means we need updated information for your organization.
- You may return form by mail or fax – contact information is on page 2.

New       Existing / Update Information

**TYPE OF ORGANIZATION:**  Individual  Partnership  Corporation  Other \_\_\_\_\_

Vendor/Company Name: \_\_\_\_\_ dba \_\_\_\_\_

Federal Tax ID # | \_ | \_ | \_ | - | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ |

**OR**      *Use same # you use for your federal & state income tax forms.*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI \_\_\_\_\_

Social Security # | \_ | \_ | \_ | - | \_ | \_ | \_ | - | \_ | \_ | \_ | \_ |

**PHYSICAL LOCATION:**

Address: \_\_\_\_\_

Attention: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

*Please attach a list of additional addresses, if needed and indicate their type, Accounts Payable remit to address, and Physical location address.*

**REMIT PAYMENT TO:**  same address as above

Address: \_\_\_\_\_

Attention: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**ACCOUNTING CONTACT PERSON:** Our Account or Customer Number: \_\_\_\_\_

Our Account Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Toll Free Phone # \_\_\_\_\_ Ext # \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Ext # \_\_\_\_\_

Fax # \_\_\_\_\_ Business Cell Phone # \_\_\_\_\_

Web Address: \_\_\_\_\_ Email: \_\_\_\_\_





For Vendor's Records

# TOWN OF WILKESBORO

## VENDOR AND SUPPLIER INFORMATION

TO: ALL VENDORS AND SUPPLIERS

- **These forms must be completed and return to Accounts Payable prior to ordering, shipping and performing services.**
- Businesses operating or performing services within the city limits and/or using company vehicle to make deliveries within the city limits **must obtain a Town of Wilkesboro Business/Privilege License**. Please contact Kathy Bare, Privilege License Department, at Tel: 336-838-3951 X 233, Fax: 336-838-7616, or email: [kbare@wilkesboronorthcarolina.com](mailto:kbare@wilkesboronorthcarolina.com).
- **All invoices should be invoiced and remitted to the "Town of Wilkesboro, Attn: Accounts Payable, PO Box 1056, Wilkesboro, NC 28697"**. Please do not send original invoices with deliveries. We accept invoices via mail, fax, or email. See Account Payable contact information below.
- **We request that your company to establish a SINGLE account for the Town as a whole**, i.e., no individual accounts by town department or division. **The department information should be in the SHIP TO section**. If no Ship to section on invoice(s), indicate which department or employee's first and last name in the body of the invoice. Please see our Department Contact Form.
- All invoices should contain company name, address, telephone and fax numbers, and all items itemized. If not, the invoice will not be processed for payment. Your company will be responsible for contacting us regarding payment.
- We will gladly accept handwritten invoices as long as all invoices are legible and contain a company heading. If invoices are illegible, we will ask your company to provide a legible copy before the payment can be processed.
- **The Town of Wilkesboro uses a Purchase Orders numbers (PO #) for ALL payments**. Please make sure the PO # is printed clearly on all invoices, packing lists, packages, statements, shipping notices and any other written correspondence. We are not responsible for any goods delivered without a PO #.
- If an invoice is received without a PO #, your invoice will not be processed until a PO # is obtained by the seller. The seller shall contact the employee placing order or Department Head for a PO # before mailing invoice. See Department Contact Form.
- The vendor must provide separate invoices for each PO #. Invoices will be returned for revising if it contains more than one PO #.
- Partial deliveries must be indicated on the invoice.
- The Town of Wilkesboro requests that all deliveries be shipped FOB Destination/Prepaid and freight added to the invoice. Please do not invoice freight separately from goods or services.
- The Town of Wilkesboro **pays North Carolina sales and use taxes** and is located in Wilkes County. These taxes, when applicable, should be included on your invoice on a separate line from others goods and services. All NC sales tax should be charge to the county where delivery takes place.
- The Town of Wilkesboro's **payment terms are NET 30 DAYS** from the date of Invoice. Payment for goods or services cannot be made from statements or packing lists.
- If **purchasing contracts** are necessary, please contact the appropriate Department Director or Superintendent for these contract negotiations. Please note that the Town Manager has the final approval on all contracts. Please see reverse side for department contact information.
- If an invoice copy is requested with payment, please provide an extra copy of invoice marked as remittance copy or a remittance stub. This will provide expedite service during accounts payment process.
- If you have any questions concerning invoices or payments, please don't hesitate to contact A/P.

### ACCOUNTS PAYABLE CONTACT:

Mia Brown, Accounts Payable  
TEL: 336-838-3951 X 239  
FAX: 336-838-7616  
EMAIL:  
[mbrown@wilkesboronorthcarolina.com](mailto:mbrown@wilkesboronorthcarolina.com)

### REMIT TO ADDRESS:

Town of Wilkesboro  
Attn: Accounts Payable  
PO Box 1056  
Wilkesboro, NC 28697

### PHYSICAL ADDRESS:

Town of Wilkesboro  
Town Hall/Administration  
203 West Main Street  
Wilkesboro, NC 28697



## TOWN OF WILKESBORO DEPARTMENT CONTACT FORM

[www.wilkesboronc.org](http://www.wilkesboronc.org)

**\*\*\* THESE ADDRESSES FOR SHIPPING PURPOSES ONLY.\*\*\*  
PLEASE MAIL ALL INVOICES, BIDS, AND CORRESPONDENCE TO:  
TOWN OF WILKESBORO, PO BOX 1056, WILKESBORO, NC 28697**

**For a Purchase Order: Contact employee placing order**

Town of Wilkesboro

Attn: **TOWN HALL / ADMINISTRATION**

203 West Main Street, PO Box 1056

Wilkesboro, NC 28697

- Town Manager: Kenneth Noland
- Secretary/Receptionist: Linda Honeycutt  
[receptionist@wilkesboronorthcarolina.com](mailto:receptionist@wilkesboronorthcarolina.com)
- Planning Director: Andrew Carlton  
[planning@wilkesboronorthcarolina.com](mailto:planning@wilkesboronorthcarolina.com)
- Finance Director: Bob Urness  
[burness@wilkesboronorthcarolina.com](mailto:burness@wilkesboronorthcarolina.com)
- Accounts Payable/Website: Mia Brown  
[mbrown@wilkesboronorthcarolina.com](mailto:mbrown@wilkesboronorthcarolina.com)
- Utility Billing/Privilege License: Kathy Bare  
[kbare@wilkesboronorthcarolina.com](mailto:kbare@wilkesboronorthcarolina.com)
- Tax Collector/HR/Payroll: James K. Byrd  
[jbyrd@wilkesboronorthcarolina.com](mailto:jbyrd@wilkesboronorthcarolina.com)

**Tel:** 336-838-3951 **Fax:** 838-7616

Town of Wilkesboro

Attn: **POLICE DEPARTMENT**

100 West Street

Wilkesboro, NC 28697

- Chief of Police: Robert Bowlin  
[rbowlin@wilkesboropd.com](mailto:rbowlin@wilkesboropd.com)
- Major: Steve Dowell  
[sdowell@wilkesboropd.com](mailto:sdowell@wilkesboropd.com)

**Tel:** 336-667-7277 **Fax:** 838-9905

Town of Wilkesboro

Attn: **WATER TREATMENT PLANT (WTP)**

1107 Lenderman Street

Wilkesboro, NC 28697

- Utilities Director: Sam Call  
[scall@wilkesboronorthcarolina.com](mailto:scall@wilkesboronorthcarolina.com)

**WTP Tel:** 336-838-4631 **WTP Fax:** 838-7093

Town of Wilkesboro

Attn: **PARKS & RECREATION**

206 & 207 South Bridge Street

Wilkesboro, NC 28697

- Superintendent: Cliff Gardner  
[cgardner8804@yahoo.com](mailto:cgardner8804@yahoo.com)

**Tel:** 336-667-8804 **Fax:** 838-7616

Town of Wilkesboro

Attn: **GOVERNING BODY**

203 West Main Street

Wilkesboro, NC 28697

- Mayor Mike Inscore  
[mayor@wilkesboronorthcarolina.com](mailto:mayor@wilkesboronorthcarolina.com)
- Mayor Pro Tem Jimmy Hayes
- Council Woman Nellie Archibald
- Councilman Gary Johnson
- Councilman Michael Testerman
- Town Clerk: James K. Byrd  
[jbyrd@wilkesboronorthcarolina.com](mailto:jbyrd@wilkesboronorthcarolina.com)

**Tel:** 336-838-3951 **Fax:** 838-7616

- Town Attorney: William C. Gray Jr.

**Tel:** 336-838-7500

Town of Wilkesboro

Attn: **FIRE DEPARTMENT**

400 South Cherry Street

Wilkesboro, NC 28697

- Fire Chief: Jason Smithey  
[firechief@wilkesboronorthcarolina.com](mailto:firechief@wilkesboronorthcarolina.com)
- Fire Inspections: Bud Molnar  
[fireinspector@wilkesboronorthcarolina.com](mailto:fireinspector@wilkesboronorthcarolina.com)

**Tel:** 336-667-6228 **Fax:** 903-1820

Town of Wilkesboro

Attn: **WASTEWATER TREATMENT PLANT (WWTP)**

700 Snyder Street

Wilkesboro, NC 28697

- Utilities Director: Sam Call  
[scall@wilkesboronorthcarolina.com](mailto:scall@wilkesboronorthcarolina.com)

**WWTP Tel:** 336-667-2391 **WWTP Fax:** 667-2908

Town of Wilkesboro

Attn: **PUBLIC WORKS**

*(Public Works includes 4 Areas - Public Bldg., Streets, Sanitation/Recycle, and Water & Sewer Construction)*

1302 North Collegiate Drive

Wilkesboro, NC 28697

- Director: Jim Wyatt  
[jwpwd@wilkes.net](mailto:jwpwd@wilkes.net)
- Safety Director/Office Manager: James Minton  
[jmpwd@wilkes.net](mailto:jmpwd@wilkes.net)

**Tel:** 336-838-0188 **Fax:** 838-0965

**WE GLADLY ASK THAT YOU DO NOT ADD THESE EMAIL ADDRESSES TO ANY UNSOLICITED OR SPAM EMAIL LIST.**