



ALAMO  
COLLEGES  
DISTRICT

Purchasing & Contract Administration

**RETURN TO:** Purchasing & Contract Administration  
**ATTN: Ross Mitchell**  
1743 N. Main St., Bldg. 41, Room 101  
San Antonio, Texas 78212  
**Phone:** 210/485-0100 **Fax:** 210/486-9022  
email: [dst-alamovendor@alamo.edu](mailto:dst-alamovendor@alamo.edu)

## INVOICE REGISTRATION FORM

*This form is to be completed by customers receiving services from Alamo Colleges.*

COMPANY NAME \_\_\_\_\_

STREET/P.O.BOX \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ WEB-SITE \_\_\_\_\_

BILLING POINT OF CONTACT \_\_\_\_\_

PHONE (\_\_\_\_\_) \_\_\_\_\_ (Typed Name)

### **FOR PURCHASING & CONTRACT ADMINISTRATION USE ONLY**

VENDOR ID \_\_\_\_\_ DATE ENTERED \_\_\_\_\_

***This form must be completed to generate a Banner ID required to ensure accurate invoicing by Alamo Colleges District. The Invoice Registration Form must be submitted to the above address or emailed to [dst-alamovendor@alamo.edu](mailto:dst-alamovendor@alamo.edu) for processing.***