

ROAD COMMISSION FOR IONIA COUNTY

170 E. Riverside Drive • P.O. Box 76 • Ionia, Michigan 48846 • Phone (616) 527-1700 • Fax (616) 527-8848

CHARLES G. MINKLEY
Commissioner

KENNETH L. GASPER
Commissioner

ALBERT A. ALMY
Commissioner

KAREN D. BOTA
Commissioner

ROBERT G. DUNTON
Commissioner

DOROTHY G. POHL, CPA
Managing Director

PAUL A. SPITZLEY, P.E.
County Highway Engineer

TO: Ionia County Road Commission Vendors

FROM: ICRC Accounts Payable

RE: New vendor / updated vendor information

DATE: January 26, 2017

The Ionia County Road Commission is in the process of updating our vendor data files. We would also like to offer the following reminders:

- A purchase order number is required prior to purchase.
- Please include the purchase order number on your invoice for timely payment.
- The Ionia County Road Commission is a local governmental agency and therefore tax exempt. If you require an updated tax exempt certificate, please send a request to the email address below.
- **Invoices may be sent by email to accountspayable@ioniacountyroads.org.** We prefer to receive invoices this way if your company has the ability.

Please note the mailing address:

Ionia County Road Commission
PO Box 76
Ionia, MI 48846

Please note the shipping/delivery address:

Ionia County Road Commission
170 E. Riverside Drive
Ionia, MI 48846

At your earliest convenience, please complete [form W-9](#) included with this notice. The form may be returned by mail, fax (616) 527-8848, or email accountspayable@ioniacountyroads.org

Thank you for your prompt consideration.

Sincerely,

Janet Olson
Account Clerk

Enclosure