



Waubonsee Community College welcomes all companies, large and small, to do business with us. To update your current vendor status, please submit the following:

1. Vendor Application Form
2. Tax Information – submit IRS Form W-9
3. Status as a Minority-Owned, Female-Owned, Persons with Disabilities-Owned, Veteran-Owned or Small Business Enterprise Certification *if* applicable – submit current letter of certification
4. ACH Direct Deposit Form (Optional) – if your company is interested in receiving electronic payment from the college

All forms may be returned to the College via mail, fax or email:

- Email – [purchasing@waubonsee.edu](mailto:purchasing@waubonsee.edu)
- Fax – 630-466-7228
- Mail – Waubonsee Community College, Purchasing Department, Rt 47 @ Waubonsee Drive, Sugar Grove, IL 60554

If you have any questions, please direct them to the following departments:

- Purchasing at 630-466-2910 or 630-466-2306 for items #1-3
- Accounts Payable at 630-466-5737 or 630-466-6636 for item #4.

**Sugar Grove**

Rt. 47 at Waubonsee Drive  
Sugar Grove, IL 60554-9454  
(630) 466-7900

**Aurora Downtown**

18 S. River St.  
Aurora, IL 60506-4131  
(630) 801-7900

**Aurora Fox Valley**

2060 Ogden Ave.  
Aurora, IL 60504-7222  
(630) 585-7900

**Plano**

100 Waubonsee Drive  
Plano, IL 60545-2276  
(630) 552-7900