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Date:

Company Email Address:

Company Name:

Company Address:

**RE: CREDIT APPLICATION REQUEST
UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA**

Dear Sir or Madam:

The Unified Government of Athens-Clarke County would like to do business with your organization. As a matter of practice, the Government does not submit credit applications. We are a local Georgia Government with 1,800 employees and a \$360,000,000 budget. Truist Bank is the Government's primary operating funds depository.

Purchases are only valid with a purchase order number or through a Government purchasing card.

All Athens-Clarke County Departments shall be billed to a central account and invoices emailed or mailed to the Accounts Payable addresses listed below: We prefer emailed invoices.

Accounts Payable Email Address:	mailto:accountspayable@accgov.com
Accounts Payable Billing address:	Athens-Clarke County Accounts Payable
	Finance Department
	375 Satula Avenue
	Athens, Georgia 30601
Accounts Payable Phone Number:	(706) 613-3057

Purchasing inquiries can be made through the telephone number, email or address listed below:

Purchasing Email Address:	mailto:purchasing@accgov.com
Purchasing Division address:	Athens-Clarke County Purchasing
	Finance Department
	375 Satula Avenue
	Athens, Georgia 30601
Purchasing Phone Number	(706) 613-3040

Federal Tax ID Number:	58-1911146
Sales Tax Number:	029-108367

Thank you for your assistance in establishing this account.

If you have any questions, please contact Jessica Beri, Purchasing Administrator, at 762-400-6067.

Sincerely,

David Boyd, CPA
Finance Director