



Waubonsee Community College welcomes all companies, large and small, to do business with us. To be added to the vendor database, or 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
- 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