



ACCOUNTING SERVICES
2101 E. COLISEUM BLVD.
FORT WAYNE, IN 46805-1499

Dear Merchant:

Indiana University-Purdue University Fort Wayne (IPFW) is a joint campus of Indiana University of Bloomington, Indiana and Purdue University of West Lafayette, Indiana. **Under a management agreement between the boards of trustees of the two universities, Purdue University serves as the legal entity representing IPFW in all business matters. This is reflected in IPFW's use of Purdue University's Employer Identification Number (EIN) 35-6002041 and Indiana Department of Revenue sales tax exemption number 003123723 003 5.**

Conversely, Indiana University is the legal entity representing Indiana University-Purdue University Indianapolis (IUPUI). Despite the similarity of the names of IPFW and IUPUI, they are unrelated institutions operating under the management of two different universities in two different cities. We ask that you try to avoid confusing one with the other.

All payments to vendors on behalf of IPFW come from Purdue University's West Lafayette campus. IPFW does not make any payments on its own behalf. **Your payments will be handled much more efficiently if you will ensure that a) they reference an IPFW/Purdue purchase order number, and b) they are mailed to the billing address provided on the purchase order.** Invoices sent to the wrong address may result in delayed payments.

The accounts payable staff at IPFW is available to investigate the status of outstanding payments relating to goods and services delivered to IPFW departments. I hope this letter aids you conducting business with IPFW.

Cordially,

Philip C. Davich
Director of Accounting & Fiscal Systems