



El Toro Water District

"A District of Distinction"

Serving the Public - Respecting the Environment

Board of Directors

M. Scott Goldman
William H. Kahn
Jose F. Vergara
Frederick J. Adjarian
Mark L. Monin

General Manager

Robert R. Hill

VENDOR INFORMATION

The purpose of the Vendor Packet is to keep you, our valued vendor, better informed and insure prompt payment of your invoice(s).

PURCHASE ORDERS/REQUISITIONS

All invoices must clearly make reference to a purchase order or requisition number.

W-9 FORMS

If we do not have one on file for your company already, attached you will find a copy of the W-9 tax form. This **must** be filled out and returned to ETWD accounts payable department by all vendors prior to our processing purchase orders for any goods or services.

INSURANCE REQUIREMENTS

Certificates of Insurance will be required to be on file with ETWD if you are performing a service(s) on our property; if required, attached you will find the District Insurance requirements. These certificates must be on file with ETWD before any purchase orders will be processed. If you have a question regarding the applicability of certification of insurance, please contact Nancy Laursen at 949-837-7050 ext. 235.

PAYMENT TERMS

We strive to promptly process all invoices within 30 to 45 days of receipt; companies offering discounts for accelerated payment will be given priority.

BILLING ADDRESS

El Toro Water District (ETWD)
P.O. Box 4000
Laguna Hills, CA 92654
Attn: Accounts Payable

Our goal is to increase efficiency in getting your invoice submitted and processed in doing so we must have all applicable paperwork before we can process any invoices for payment.