



*Carrie Hagerty
Finance Director
Finance Department*

Dear Prospective Supplier:

The following is submitted in lieu of a credit application.

Business History:

The City of Rockford is a municipality of the State of Illinois. The City has approximately 1,098 employees and has an overall budget that exceeds \$271,000,000 for the fiscal year 2019.

Purchasing Policy:

Purchases are executed through Purchase Orders, Contract Release Orders (CRO) or Purchasing Cards. Purchase Orders are issued only by the Central Services Division of the Finance Department. CROs or P-card purchases may be issued by all City agencies.

Officer Directory:

Thomas P. McNamara	Mayor
Nicholas Meyer	Legal Director
Carrie Hagerty	Finance Director

Contact Person:

Xavier Whitford, Central Services Manager
425 East State Street
Rockford, IL 61104
Tel No. 779-348-7472
Email: xavier.whitford@rockfordil.gov

Tax Exempt Status Information:

The City of Rockford as a municipality is exempt from payment of Illinois Retailers' Occupation Tax, Service Occupation Tax or Service Use Tax, Federal Excise and Transportation Tax.

- Tax Exemption ID #E9992-3912-07
- Federal Employment ID #36-600-6082



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Billing Information:

Remit all invoices to:
City of Rockford Accounting Division
425 East State Street
Rockford, IL 61104-1068

All invoices must reference the PO or CRO number. Invoices for completed orders are normally paid within 60 days of receipt. Do not send invoices to Purchasing or to the shipping address. Direct all questions about invoices/payments to the appropriate Accounts Payable contact.

Accounts Payable:

Title	Name	Telephone No.	Fax No.
Account Clerk	Michael Garner Michael.Garner@rockfordil.gov	779-348-7463	815-961-3154
AP Supervisor	De'Anna Larsen De'Anna.Larsen@rockfordil.gov	779-348-7484	815-961-3154

Bank Reference:

NAME	ADDRESS	TELEPHONE
Associated Bank	612 N. Main St Rockford, IL 61103	815-987-3555 Tom Kress
PNC Financial Service Group	2021 Spring Rd. Suite 400 Oak Brook, IL 60523	630-928-1951 Barbara Fahnstrom

Trade References:

NAME	ADDRESS	TELEPHONE
William Charles Construction	5290 Nimtz Road Loves Park, IL 61111	815-654-4700 Janice Ingham
Mid-City Office Products	2106 Harlem Road Loves Park, IL 61111	815-633-3066 Greg Otwell
N-Trak Group	1523 Windsor Road Loves Park, IL 61111	815-519-5471 Danielle Schlichting

Sincerely,
Xavier Whitford
Central Services Manager