

VENDOR CREATE STANDARDS

1. The only function used will be an ' apostrophe) in a name. All special characters, multiple blanks, and punctuations will not be used except the hyphen in the zip+4 code and in the primary number used in the delivery address line. ie 61-20 E RIVER DR or BOX 19-2B, and the / in fractional addresses. ie. 101 1/2 MAIN ST.
2. Never begin a vendor name with the word 'THE'.
3. All initials are entered without periods or spaces between them.
4. Numerals are NOT spelled out. ie. One=1, two=2, three=3
5. Always enter an *(asterisk) in front of last name with no spaces. ie. (JOHN*DOE). Look up by last name on computer.
6. When the name of a STATE is used as a portion of the PRIMARY STREET NAME, the standard two-letter abbreviation is used. However, if the STATE is the PRIMARY STREET NAME...ie. OKLAHOMA AVE, the name is spelled out completely.
7. Type everything in all CAPS.

IMPORTANT NOTE to help ...REMEMBER...THE MAILING SYSTEM READS FROM THE BOTTOM LINE UP. Therefore, the address line above the ZIP CODE should be the PO BOX (if there is one) or STREET ADDRESS...not department, building or persons name.

<u>NAME STANDARDS</u>	<u>ABBREVIATION</u>	<u>ADDRESS STANDARDS</u>	<u>ABBREVIATION</u>
ADMINISTRATION	ADMN	APARTMENT	APT
AMERICA/AMERICAN	AMER	AVENUE	AVE
AND	&	BOULEVARD	BLVD
ASSOCIATE/ASSOCIATION	ASSOC/ASSN	BUILDING	BLDG
BOOKSTORE	BKSTR	CENTER	CTR
BUSINESS	BUS	CIRCLE	CIR
CENTER/CENTRAL	CTR/CTRL	COURT	CT
COMMUNICATION	COMMCTN	DRIVE	DR
COMMUNITY	COMM	EAST	E
COMPANY/CORPORATION	CO/CORP	EXPRESSWAY	EXPY
DEPARTMENT	DEPT	HIGHWAY	HWY
DEVELOPMENT	DEV	HILL	HLS
EDUCATION/EDUCATIONAL	EDUC	JUNCTION	JCT
ENVIRONMENTAL	ENVIRON	LAKE	LK
EQUIPMENT	EQUIP	LANE	LN
FOUNDATION	FOUND	NORTH/NORTHEAST/NORTH	N/NE/NW
GOVERNMENT	GOVT	PARKWAY	PKY
INCORPORATED	INC	PLAZA	PLZ
INDUSTRIAL/INDUSTRY	IND	POINT	PT
INSTITUTE	INST	ROAD	RD
INTERMEDIATE SCHOOL DIST.	ISD	ROOM	RM
INTERNATIONAL	INTL	RR ROUTE	RR
LABORATORY	LAB	SOUTH/SOUTHEAST/SOUTH	S/SE/SW
MANAGEMENT	MGMT	SQUARE	SQ
MANUFACTURING	MFG	STREET	ST
MARKETING	MRKTG	SUITE	STE
NATIONAL	NATL	TOWNSHIP	TWP
OPTOMETRY/OPTOMETRIC	OPT	WEST	W
PROFESSIONAL	PRO		
PROFESSOR	PROF		
PUBLICATION	PUB		
SECURITY	SEC		
SERVICE	SVC		
SOCIETY	SOC		
TECHNOLOGY	TECH		
TELECOMMUNICATION	TELECOM		
UNIVERSITY	UNIV		
VOCATIONAL	VOC		