

**Brent Barbee, Purchasing Agent**  
PO Box 1189  
1042 W. Hamlet Ave.  
Hamlet, NC 28345  
910-582-7038 FAX 910-582-7197  
brentb@richmondcc.edu

**Richmond Community College**  
**PURCHASE ORDER PROCESSING**

Richmond Community College is an active participant in the State of North Carolina purchasing process. As a result of our participation we are using the North Carolina E-procurement System to generate purchase orders to our vendors.

Currently we do not have you listed as a registered vendor with the state and would like to encourage you to register immediately in order for us to process a pending purchase order we are currently holding to your company.

The registration process is rapid and you can access the information and instructions you need at [www.ncgov.com](http://www.ncgov.com) or by calling 888-211-7440. If you have problems accessing the information or questions pertaining to how the college is using the system please do not hesitate to contact me.

We look forward to continuing to use your company for our many needs now and in the future.

Sincerely,

Brent T. Barbee  
Purchasing Agent  
Richmond Community College