



SANDRA "SAM" HIMMEL – SUPERINTENDENT OF SCHOOLS

*"Where Learning is the Expectation
And Caring is a Commitment"*

*Purchasing Department
Christine Jernigan, Purchasing Manager*

THOMAS KENNEDY
DISTRICT 1

VIRGINIA BRYANT
DISTRICT 2


DOUGLAS A. DODD
DISTRICT 3

SANDRA COUNTS
DISTRICT 4

LINDA B. POWERS
DISTRICT 5

August 22, 2018

Dear Citrus County School District Potential Vendor:

MyVendorLink is our current vendor portal. We have been using this portal since February 1, 2018; our previous vendor portal **Vendorbid** is no longer available.  **VendorLink** is an upgraded automated vendor application and bidder notification process making it easier for our vendors and business partners.

All vendors are required to participate in this new system in order to conduct business with the district.

There is no fee to you for this service.

You can register electronically by logging in and creating your profile at:

<https://www.myvendorlink.com/common/default.aspx>

The Citrus County School District Purchasing Department will be happy to provide assistance in the registration process. Contact Purchasing @ 352-726-1931 x 2479 or x 2466.

We encourage you to sign up immediately. Please remember that everyone who does business with the District is required to participate in this system and must register.

This registration does not include bid opportunities for the architectural, engineering and construction industry; to obtain more information on current bid opportunities for that area please contact the Facilities & Construction Department at 352-726-1931 x 2478. Although notification of upcoming new bids through the Facilities & Construction Department will occur in a different manner, **you are required to register as a vendor.**

Sincerely,

Christine Jernigan

Christine Jernigan
Purchasing Manager

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Equal Opportunity Employer