



June 10, 2015

Dear Colleague:

Starting July 1, 2015, the Oregon Institute of Technology ("Oregon Tech") is very excited to share that it will become a separate Oregon public university with its own governing board. Because of this transfer, we would like to share a few important changes that will become effective July 1, 2015.

Legal Entity Change: Oregon Tech's legal entity will now be called "Oregon Institute of Technology", which will continue to be an Oregon public body. Oregon Tech will continue to be a tax exempt public body.

Employer Identification Number (EIN): Oregon Tech will have a new EIN. Please find attached an updated Form W-9.

Invoices: All invoices will be processed centrally. Vendors should mail or email all invoices to the following locations:

Mail: Oregon Institute of Technology  
Accounts Payable – Snell Hall  
3201 Campus Drive  
Klamath Falls, OR 97601-8801

Email: [baoapay@oit.edu](mailto:baoapay@oit.edu)

Procurement Website: Oregon Tech will be coordinating with several of the other Oregon public universities to house a central procurement website for vendors to obtain information about available business opportunities. Please visit [www.orpu.org](http://www.orpu.org) regularly.

Construction Retainer Program: Eastern Oregon University, Oregon Tech, Southern Oregon University and Western Oregon University will launch a new construction retainer program similar to the OUS retainer program in fall 2015. All information about the retainer program will be published at [www.orpu.org](http://www.orpu.org).

As Oregon Tech embarks on this new journey, we look forward to our continued business relationships. Please do not hesitate to reach out to us with any questions you may have.

A handwritten signature in blue ink, appearing to read "Michelle Meyer".

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A handwritten signature in blue ink, appearing to read "George Marlton".

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