

# ALERT NOTICE

## Business Office

Issued: July 19, 2021

Number: 2021-51

### Chrome River Approved Vendor List

To assist staff with the Chrome River Travel processing, a Chrome River Approved Vendor list has been created. The list will be available in Chrome River on 7/20/2021. This list of current South Texas College vendors may be searched by name, street address, city, state, zip code, and the resulting A# may be placed in the Chrome River Travel system as discussed during previous trainings.

Please note, if you see “invalid vendor” or “do not use” in the vendor address, that vendor A# cannot be used.

See example:

#### Chrome River Approved Vendors

Type to search... Search Reset

REMINDERS >

- Submit travel requests at least 15 days prior to trip
- Request current IRS W-9 form if needed
- Contact [Traveloffice@southtexascollege.edu](mailto:Traveloffice@southtexascollege.edu) or X4618 with questions.

VENDOR ID	Vendor Name	Address	City	State	ZIP
A0000846	Advanced Health Education Center	8502 Tybor Dr	Houston	TX	77074-3012
A0000589	Delta Specialties Sign & Supply	** INVALID VENDOR ** Please use A0CEdinburg		TX	78539
A0000589	Delta Specialties Sign & Supply	10205 E State Highway 107	Edinburg	TX	78542-1655

#### Chrome River Approved Vendors

riverwalk Search Reset

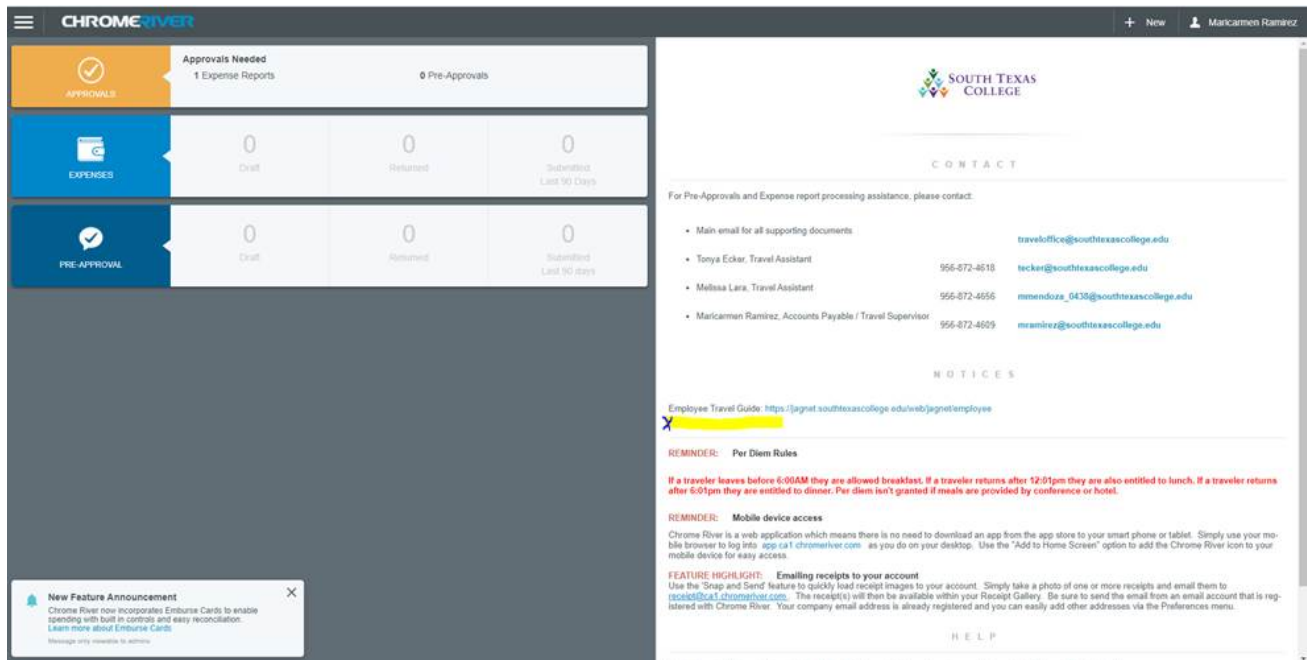
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VENDOR ID	Vendor Name	Address	City	State	ZIP
A00368832	Embassy Suites by Hilton San Antonio Riverwalk Downtown	125 E Houston St	San Antonio	TX	78205-2247
A00574333	San Antonio Marriott Riverwalk Hotels	889 E Market St	San Antonio	TX	78205-2673
A00606558	Wyndham Garden Riverwalk	103 9th St	San Antonio	TX	78215-1428
A00606940	Riverwalk Plaza Hotel & Suites	100 Villita St	San Antonio	TX	78205-2798
A00625164	El Tropicano Riverwalk Hotel	110 Lexington Ave	San Antonio	TX	78205-1313
A00628706	Hotel Indigo San Antonio Riverwalk	830 N Mary's St	San Antonio	TX	78205

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The list will be located below the Employee Travel Guide link:



There are some procedure reminders that are being placed on the right hand corner of the front page of the list:

- Submit Travel requests (Chrome River Pre-Approval requests) at least 15 days prior to trip – Business Office Travel Guidelines Chapter 1 – 1.00 Associated Timelines and Deadlines: 15 Business day rule.
- Request a current IRS W-9 form if needed – If vendor not found, says “invalid” or “do not use” as part of the review, please contact vendor for current W-9 which will be a link (highlighted above in the reminders section of the first screen shot). You can click on the wording “IRS W-9” to save the form and send to the vendor.
- The last reminder is the link for the Travel Office to email them directly should you have any questions during your search for vendors.

If there are any questions, please contact the Travel Office at X4618 or [TravelOffice@southtexascollege.edu](mailto:TravelOffice@southtexascollege.edu). Thank you for your continued cooperation.