

NAMES – ALWAYS Abbreviate in Vendor Name:

American.....	AMER	Institute.....	INST
Associated.....	ASSOC	International.....	INTL
Association.....	ASSN	Manufacturing.....	MFG
Biochemistry.....	BIOCHEM	Management.....	MGMT
Building.....	BLDG	Mountain.....	MTN
California.....	CALIF	National.....	NATL
Company.....	CO	Society.....	SOC
Colorado.....	COLO	Saint.....	ST
Corporation.....	CORP	Technology.....	TECH
Department.....	DEPT	United States.....	U S
Enterprises.....	ENT	University.....	UNIV
Incorporated.....	INC		

Additional abbreviations (if needed) in the vendor name:

Accreditation.....	ACCRED	Industry.....	IND
Administration.....	ADMIN	Information.....	INFO
Chemistry.....	CHEM	Laboratory.....	LAB
Communication.....	COMMUN	Limited.....	LTD
Conference.....	CONF	Medical.....	MED
Center.....	CTR	Pharmacy.....	PHAR
Development.....	DEV	Product.....	PROD
Distributors.....	DISTR	Publishing.....	PUBL
Division.....	DIV	Research.....	RES
Education.....	EDUC	School.....	SCH
Electric/Electrical.....	ELEC	Science.....	SCI
Engineer/ing.....	ENGR	Supplies/Supply.....	SUP
Environmental.....	ENV	Service.....	SVC
Equipment.....	EQUIP	Telecommunication.....	TELECOM
Group.....	GRP	Veterinary.....	VET
Hospital.....	HOSP	Vocational.....	VOC
Illustration.....	ILLUST		

Substitute the word "and" for all ampersands (&):

Lewan & Assoc	—————>	LEWAN AND ASSOC
Don & Bob's Shop	—————>	DON AND BOBS SHOP
M & D Parts Supply	—————>	M AND D PARTS Supply

Substitute a space for hyphens, periods, commas, or slashes:

I.B.M.	—————>	I B M
Company Name, Inc.	—————>	COMPANY NAME INC
Smith/Jones Paint	—————>	SMITH JONES PAINT
4-H Clover Shop	—————>	4 H CLOVER SHOP

Omit apostrophes and prefixes:

Jean's Plants	—————>	JEANS PLANTS
Dr. Mary Sue O'Connell	—————>	MARY SUE OCONNELL

Initials Used as Vendor Names:

When a vendor is known by initials only, or initials are the first “words” in the name, separate each initial by a space and create an alias with the name spelled out (if known):

I.B.M. Corporation → I B M CORP
International Business Machines → I B M CORP
IEEE → I E E E
AMF Bowling → A M F BOWLING

Directions:

Always spell out names that contain directions: Northern, South, Southwestern, etc.

NORTHERN COLO ALLERGY CLINIC
NORTHERN COLO PAPER
SOUTH COAST ELECTRONICS

Street Address:

- Street addresses should be spelled out as clearly as possible
- Use one letter abbreviations for directions: N S E W when preceding or following street name
- Use two letter abbreviations for Northeast: NE, NW, SE, SW when preceding or following name
- Spell out when the direction is the *actual* street name – 121 NORTH ST
- Don't use any punctuation or extra spacing between street and building information when it all appears in one field: 14 SMITH ST BLDG 12
- Use # with apartment or suite numbers: 14 SMITH ST #2; if the street name is too long, move the apartment/suite number up a line
- When both a street address AND a post office box are included in our database, the street address will appear on the first line, the post office box on the second line
- Contact names: do not enter anything in the “Contact Name” field; use line 1 of the address with “Attn” or “c/o” and the person's name

Post Office Box:

- Do not put a space between the letters “P” and “O” (meaning Post Office)

- No punctuation is used for post office boxes; however, if a letter precedes or follows a number and the vendor's invoice or our requisitions includes a dash, the dash can be used to separate numerals from letters:

PO BOX 17-X

PO BOX C-2177

City/State/Zip Code:

- Do NOT use any extra spaces or punctuation to separate the City, State and Zip Code.
- Abbreviations – Fort Collins is spelled out (NOT Ft Collins)
- Use only abbreviations on the official USPS website in abbreviating city and state names (see also Military Codes):
 - Grand Junction GRAND JCT
 - Steamboat Springs STEAMBOAT SPG
 - Colorado Springs COLO SPRINGS
 - West Lafayette W LAFAYETTE

ADDRESS – ALWAYS abbreviate **the following in addresses:**

AvenueAVE	Freeway FWY	Road..... RD
BoulevardBLVD	Highway HWY	Route RTE
Circle.....CIR	Lane LN	Rural Route RR
Court(s)CT(S)	Parkway PKY	Street ST
DriveDR	Place PL	Terrace TER
ExpresswayEXPY	Post Office PO	Turnpike TPKE

Additional abbreviations (if needed) for street addresses:

Alley.....ALY	Cliffs..... CLFS	Flats FLT
AnnexANX	Club CLB	Floor..... FL
Arcade.....ARC	Common(s)..... CMN(S)	Ford FRD
BayouBYU	Corner(s) COR(S)	Forest..... FRST
Beach.....BCH	Course CRSE	Forge FRG
BendBND	Cove CV	Fork(s) FRK(S)
BluffBLF	Creek..... CRK	Fort..... FT
BottomBTM	Crescent..... CRES	Gardens..... GDNS
Branch.....BR	Crossing..... XING	Gateway GTWY
BridgeBRG	Dale DL	Glen..... GLN
BrookBRK	Dam DM	Green..... GRN
BurgBG	Department DEPT	Grove GRV
BypassBYP	Divide..... DV	Hangar..... HNGR
Camp.....CP	Estates..... EST	Harbor HBR
Canyon.....CYN	Extension EXT	Haven HVN
CapeCPE	Falls..... FLS	Heights HTS
CausewayCSWY	Ferry FRY	Hill(s) HL(S)
CenterCTR	Field(s) FLD(S)	Hollow HOLW

InletINLT
Island(s)IS(S)
JunctionJCT
KeyKY
Knoll(s)KNL(S)
Lake(s)LK(S)
LandingLNDG
LightLGT
LoafLF
LocksLCKS
LodgeLDG
LoopLP
ManorMNR
MeadowMDW
Mill(s)ML(S)
MissionMSN
MountMT
MountainMTN
NeckNCK

Office OFC
Orchard ORCH
Park PK
Pines PNS
Plain(s) PLN(S)
Plaza PLZ
Point PT
Port PRT
Prairie PR
Radial RADL
Ranch RNCH
Rapids RPDS
Rest RST
Ridge RDG
River RIV
Shoal(s) SHL(S)
Shore(s) SHR(S)
Spring(s) SPG(S)
Square SQ

StationSTA
StravenueSTRA
StreamSTRM
SummitSMT
TraceTRCE
TrackTRAK
TrailTRL
TrailerTRLR
TunnelTUNL
UnionUN
ValleyVLY
ViaductVIA
ViewVW
VillageVLG
VilleVL
VistaVIS
WellsWLS