**NAMEs — ALways Abbreviate in Vendor Name:**

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

**Additional abbreviations (if needed) in the vendor name:**

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

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
  - Steamboat Springs
  - Colorado Springs
  - West Lafayette

ADDRESS – ALWAYS abbreviate the following in addresses:

Avenue .......... AVE
Boulevard ........ BLVD
Circle ............ CIR
Court(s) ......... CT(S)
Drive ............ DR
Expressway ..... EXPY
Freeway .......... FWY
Highway ......... HWY
Lane ............. LN
Parkway .......... PKY
Place ............ PL
Post Office ...... PO
Road ............ RD
Route .......... RTE
Rural Route ..... RR
Street .......... ST
Terrace .......... TER
Turnpike .......... TPKE

Additional abbreviations (if needed) for street addresses:

Alley ............ ALY
Annex ............ ANX
Arcade .......... ARC
Bayou .......... BYU
Beach ............ BCH
Bend .......... BND
Bluff .......... BLF
Bottom .......... BTM
Branch ............ BR
Bridge .......... BRG
Brook .......... BRK
Burg .......... BG
Bypass .......... BYP
Camp .......... CP
Canyon ........ CYN
Cape .......... CPE
Causeway .......... CSWY
Center .......... CTR
Cliffs .......... CLFS
Club .......... CLB
Common(s) ...... CMN(S)
Corner(s) ........ COR(S)
Course .......... CRSE
Cove .......... CV
Cove .......... CV
Creek .......... CRK
Crescent ...... CRES
Crossing ...... XING
dale .......... DL
Dam .......... DM
department ..... DEPT
Divide .......... DV
Estates .......... EST
Extension ...... EXT
Falls .......... FLS
Ferry .......... FRY
Field(s) .......... FLD(S)
Flats .......... FLT
Floor .......... FL
Ford .......... FRD
Forest .......... FRST
Forge .......... FRG
Fork(s) .......... FRK(S)
Fort .......... FT
Gardens .......... GDNS
Gateway .......... GTWY
Glen .......... GLN
Green .......... GRN
Grove .......... GRV
Hangar .......... HNGR
Hill .......... HLL
Hill .......... HLL
Hollow .......... HOLW
Haven .......... HVN
Heights .......... HTS
Hill(s) .......... HL(S)
Hill(s) .......... HL(S)
Hollow .......... HOLW
Harbor .......... HBR
<table>
<thead>
<tr>
<th>Term</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inlet</td>
<td>INLT</td>
</tr>
<tr>
<td>Island(s)</td>
<td>IS(S)</td>
</tr>
<tr>
<td>Junction</td>
<td>JCT</td>
</tr>
<tr>
<td>Key</td>
<td>KY</td>
</tr>
<tr>
<td>Knoll(s)</td>
<td>KNL(S)</td>
</tr>
<tr>
<td>Lake(s)</td>
<td>LK(S)</td>
</tr>
<tr>
<td>Landing</td>
<td>LNDG</td>
</tr>
<tr>
<td>Light</td>
<td>LGT</td>
</tr>
<tr>
<td>Loaf</td>
<td>LF</td>
</tr>
<tr>
<td>Locks</td>
<td>LCKS</td>
</tr>
<tr>
<td>Lodge</td>
<td>LDG</td>
</tr>
<tr>
<td>Loop</td>
<td>LP</td>
</tr>
<tr>
<td>Manor</td>
<td>MNR</td>
</tr>
<tr>
<td>Meadow</td>
<td>MDW</td>
</tr>
<tr>
<td>Mill(s)</td>
<td>ML(S)</td>
</tr>
<tr>
<td>Mission</td>
<td>MSN</td>
</tr>
<tr>
<td>Mount</td>
<td>MT</td>
</tr>
<tr>
<td>Mountain</td>
<td>MTN</td>
</tr>
<tr>
<td>Neck</td>
<td>NCK</td>
</tr>
<tr>
<td>Office</td>
<td>OFC</td>
</tr>
<tr>
<td>Orchard</td>
<td>ORCH</td>
</tr>
<tr>
<td>Park</td>
<td>PK</td>
</tr>
<tr>
<td>Pines</td>
<td>PNS</td>
</tr>
<tr>
<td>Plain(s)</td>
<td>PLN(S)</td>
</tr>
<tr>
<td>Plaza</td>
<td>PLZ</td>
</tr>
<tr>
<td>Point</td>
<td>PT</td>
</tr>
<tr>
<td>Port</td>
<td>PRT</td>
</tr>
<tr>
<td>Prairie</td>
<td>PR</td>
</tr>
<tr>
<td>Radial</td>
<td>RADL</td>
</tr>
<tr>
<td>Ranch</td>
<td>RNCH</td>
</tr>
<tr>
<td>Rapids</td>
<td>RPDS</td>
</tr>
<tr>
<td>Rest</td>
<td>RST</td>
</tr>
<tr>
<td>Ridge</td>
<td>RDG</td>
</tr>
<tr>
<td>River</td>
<td>RIV</td>
</tr>
<tr>
<td>Shoal(s)</td>
<td>SHL(S)</td>
</tr>
<tr>
<td>Shore(s)</td>
<td>SHR(S)</td>
</tr>
<tr>
<td>Spring(s)</td>
<td>SPG(S)</td>
</tr>
<tr>
<td>Square</td>
<td>SQ</td>
</tr>
<tr>
<td>Station</td>
<td>STA</td>
</tr>
<tr>
<td>Stravenue</td>
<td>STRA</td>
</tr>
<tr>
<td>Stream</td>
<td>STRM</td>
</tr>
<tr>
<td>Summit</td>
<td>SMT</td>
</tr>
<tr>
<td>Trace</td>
<td>TRCE</td>
</tr>
<tr>
<td>Track</td>
<td>TRAK</td>
</tr>
<tr>
<td>Trail</td>
<td>TRL</td>
</tr>
<tr>
<td>Trailer</td>
<td>TRLR</td>
</tr>
<tr>
<td>Tunnel</td>
<td>TUNL</td>
</tr>
<tr>
<td>Union</td>
<td>UN</td>
</tr>
<tr>
<td>Valley</td>
<td>VLY</td>
</tr>
<tr>
<td>Viaduct</td>
<td>VIA</td>
</tr>
<tr>
<td>View</td>
<td>VW</td>
</tr>
<tr>
<td>Village</td>
<td>VLG</td>
</tr>
<tr>
<td>Ville</td>
<td>VL</td>
</tr>
<tr>
<td>Vista</td>
<td>VIS</td>
</tr>
<tr>
<td>Wells</td>
<td>WLS</td>
</tr>
</tbody>
</table>