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## **Purchasing Department Deliveries to Cincinnati State**

Cincinnati State operates a central Receiving and Distribution Center on the main campus for your convenience in delivering orders for that campus. The purchase order supplied upon placement of every order will identify the correct address for all deliveries.

### **Large shipments**

In the event of large shipments to the main campus (truckloads or heavy items) or equipment requiring your installation, please contact the Distribution Center at (513) 569-1600 prior to delivery to coordinate the receipt of products.

### **Satellite locations**

Cincinnati State operates two satellite locations: Cincinnati State West Campus in Harrison, Ohio, and the Workforce Development Center in Evendale. Deliveries to these locations may require special arrangements. Please contact the Distribution Center at (513) 569-1600 to coordinate delivery.

**For more information purchasing procedures at Cincinnati State,  
contact [purchasing@cincinnati-state.edu](mailto:purchasing@cincinnati-state.edu).**