

Tips Of The Week

Common Abbreviations

These abbreviations are used when creating vendors, whether or not the entire name or address line exceeds the 45 space limitation.

A. <u>Name</u>	B. <u>Address</u>
american - AM associates - ASSOC and - AND association - ASSN building - BLDG center/centers - CTR committee - COMM company - CO corporation - CORP council - COUN department - DEPT division - DIV incorporated - INC institute - INST institution - INSTN international - INTL journal - JRNL laboratory/laboratories - LAB limited - LTD manufacturing - MFG national - NATL service/services - SRVC society - SOC United States - US university - UNIV	apartment - APT attention - ATTN avenue - AVE boulevard - BLVD building - BLDG center - CTR circle - CIR court - CT department - DEPT drive - DR floor - FLR highway - HWY in care of - C/O lane - LN loop - LP number - # or NO parkway - PKWY place - PL post office box - PO Box road - RD room - RM route - RTE rural route - RR station - STN street - ST suite - STE