




Becky Vires
Administrative Assistant
Procurement Services Division
bvires@greenvillecounty.org
(864) 467-7449
www.greenvillecounty.org

MEMORANDUM

TO: Applicants for Greenville County Accommodations Tax Funding
FROM: Becky Vires, Procurement Services Division 
RE: Applications for Fiscal Year 2018-2019 Funding – Accommodations Tax
DATE: November 3, 2017

Dear Prospective Applicant:

Enclosed are documents relating to the FY2018-2019 Accommodations Tax funding year application process. We are providing the following for your convenience should you and your agency desire to apply for Greenville County Accommodations Tax funding.

- Application Instructions for FY2018-2019
- County of Greenville Guidelines for Accommodations Tax, as approved by County Council
- Application for Funding for FY2018-2019
- Committee Assessment Form
- 2014 W9 Form

Please read all of this material carefully as it contains critical information regarding the new funding cycle. The **original** and eight (8) copies of your application should be **three-hole punched**. Your completed application must reach the Procurement Services office no later than **5:00 P.M. on Thursday, February 1, 2018.** Please deliver or mail to the following address:

County of Greenville
Procurement Services Division
Attn: Nadine Chasteen, CPPB, CPPO, Director
301 University Ridge, Suite 100
Greenville, SC 29601

Please do not hesitate to contact me if you have questions.

Enclosures (4)

cc: Nadine Chasteen, CPPB, CPPO, Director