

January 1, 2024

Dear Prospective Supplier:

The following information is submitted in lieu of a credit application:

**BUSINESS HISTORY:** The Maricopa County Community College District, a political subdivision of the State of Arizona, was established in 1962. Today, the District encompasses 10 Colleges and 2 Skill Centers located throughout Maricopa County. It is among the largest multi-campus Community College Districts in the nation.

**PURCHASING POLICY:** Purchases are executed only with a Purchase Order. Purchase Orders are issued only by the Purchasing Department. Limited Purchase Orders for amounts up to \$50,000 can be issued by College Fiscal Agents. The only authorized contract signers are the General Counsel, the Chief Operating Officer, and the Director of Purchasing and Auxiliary Services.

Purchases by individuals other than those listed above are not considered authorized commitments of District funds, and may not be paid by the District.

**BILLING INSTRUCTIONS:** All invoices should be remitted directly to:

Accounts Payable Department  
[accounts.payable@domail.maricopa.edu](mailto:accounts.payable@domail.maricopa.edu)  
Maricopa County Community College District  
2411 West 14th Street  
Tempe, AZ 85281-6942  
(480) 731-8573

Invoices for completed orders are normally paid within 30 days of receipt.

**TAXES:** We are a taxed institution and pay applicable city and state taxes to in-state vendors. Arizona Use Tax is paid directly to the Arizona State Department of Revenue for goods purchased from out of state vendors. Taxes are not paid to vendors outside the State of Arizona.

Our Federal Tax ID # is 86-0185552.



**BANK REFERENCES**

**Chase Bank**

201 North Central Avenue, 21<sup>st</sup> Floor  
Phoenix, AZ 85001-0073

Vendor inquiries should be mailed to:

Chase Bank

Attn: Tucker Kaufmann

201 North Central Avenue, 21<sup>st</sup> Floor  
Phoenix, AZ 85001-0073

**CREDIT REFERENCES**

West Coast Automation  
2129 E Cedar Street, Suite 5  
Tempe AZ, 85281  
Jordan Book  
480-647-6793

Goodmans Interior Structures  
1400 E Indian School Road  
Phoenix, AZ 85014  
Bryan Voiles  
602-512-0524

Pacific Office Automation  
4501 E McDowell Road  
Phoenix, AZ 85008  
Susan McDonald  
503-641-2000

Sincerely,

David Martin

Director, Purchasing and Auxiliary Services