

January 1, 2023

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
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, 21st Floor
Phoenix, AZ 85001-0073

Vendor inquires should be mailed to:

Chase Bank

Attn: Tucker Kaufmann

201 North Central Avenue, 21st 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