



MARICOPA  
COMMUNITY  
COLLEGES®

Purchasing Department  
A Division of Business Services

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2411 W. 14th Street, Tempe, Arizona 85281 - 6942 • T 480.731.8520 • F 480.731.8190 • [www.maricopa.edu/purchasing](http://www.maricopa.edu/purchasing)

February 15, 2019

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 for amounts up to \$50,000 can be issued by College Fiscal Agents. Purchase Orders over that amount are issued only by the Purchasing Department. The only authorized contract signers are the Assistant General Counsel, the Vice Chancellor for Business Services, 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  
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.

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*Ten colleges and two skill centers dedicated to student success.*

Chandler-Gilbert | Estrella Mountain | GateWay | Glendale | Mesa | Paradise Valley | Phoenix  
Rio Salado | Scottsdale | South Mountain | Maricopa Skill Center | SouthWest Skill Center



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### BANK REFERENCES

Chase Bank  
201 N. Central Avenue  
21st Floor  
Phoenix, AZ 85001-0071

Vendor inquiries should be mailed to:  
Cherie Ward  
201 N. Central Avenue  
21st Floor  
Phoenix, AZ 85001-0071

### CREDIT REFERENCES

Caliente Construction  
485 W. Vaughn St.  
Tempe, AZ 85283  
(480) 894-5500

DWL Architects & Planners, Inc.  
2333 N. Central Ave.  
Phoenix, AZ 85004  
(602) 264-9731

Atmosphere Commercial Interiors  
815 N. Central Ave.  
Phoenix, AZ 85004  
(602) 417-1260

Sincerely,



David Martin

Director of Purchasing and Auxiliary Services

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