



June 23, 2009

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 \$2,500 can be issued by College Fiscal Agents. The only authorized contract signers are the Assistant General Counsel, the Vice Chancellor for Business Services, and the Director of Strategic Business Support 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) 731-8546

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.

www.maricopa.edu

Purchasing

2411 W. 14th St.
Tempe, Arizona
85281-6942

Telephone:
480.731.8520

Fax:
480.731.8190

BANK REFERENCES

Wells Fargo Bank Arizona, N.A.
100 W. Washington
7th Floor
Phoenix, AZ 85003

Vendor inquiries should be
mailed to:
Wells Fargo Bank Arizona, N.A.
Government Banking Division
100 W. Washington
7th Floor
Phoenix, AZ 85003
Fax number: (602) 378-2133

CREDIT REFERENCES

Summa Mechanical Contractors
1111 N. 19th Ave
Phoenix, AZ 85009
(602) 254-2165

DWL Architects
5727 North 7th Street
Phoenix, AZ 85014
(602) 264-9731

Target Commercial Interiors
8550 S. Priest Dr.
2nd Floor
Tempe, AZ 85284
(602) 417-1267

Sincerely,

Michael McIntier, CPPO, C.P.M.
Director of Strategic Business Operations