

You may also register as a vendor at the Arizona Purchasing website, www.azpurchasing.org. Arizona Purchasing is a state-wide cooperative purchasing group made up of educational districts.

New Vendor Establishment:

Before AWC places its first order with a new vendor, the Purchasing Department will contact the vendor to request the IRS Taxpayer Information Form W-9 to be submitted. A letter will accompany the W-9 form that explains our Purchasing requirements and lists credit references.

The Payment Process:

Three conditions must exist before the Accounts Payable department is authorized to make payment to a vendor:

A Purchase Order has been established.

Confirmation has been obtained from the Receiving Department (for shipped merchandise) or from the requisitioning department that all goods have been received or services completed.

An original invoice is in the possession of the Account Payable Department.

Invoices are normally paid within 30 days.

AWC is a taxable institution. Please include all applicable taxes.

Contact Information:

Peggy Hayes, Director of Purchasing
Peggy.Hayes@AZWestern.edu
928-314-9515

Stacey Lopez, Buyer
stacey.lopez@azwestern.edu
928-314-9518

Cornelio Rios, Purchasing Specialist
cornelio.rios@azwestern.edu
928-314-9517

Nancy Pena, P-Card & Asset Mgmt. Spec.
Nancy.Pena@azwestern.edu
928-344-7530

Adriana Perez, Tech Purch. & Asset Mgmt.
Adriana.Perez@azwestern.edu
928-317-6189

Roger Torres, Central Rcvng. & Mailroom Sup.
Roger.Torres@azwestern.edu
928-344-7511

Olga Escalante, A/P Supervisor
Olga.Escalante@azwestern.edu
928-344-7513

Invoices should be mailed directly to:

Attn: Accounts Payable
Arizona Western College
PO Box 929
Yuma, AZ 85366-0929

Our Federal Tax ID# is 86-0179321

Arizona Western College



Doing Business with

Arizona Western
College

A Vendors Guide

March 26, 2019

Business History:

Arizona Western College (AWC) was established in 1963 and encompasses one major campus and several extension sites. The College currently enrolls over 13,000 annually with over 400 full and part time faculty, staff and administrators employed district wide.

As a publicly funded educational institution, Arizona Western College is subject to public purchasing laws and regulations including State Statutes, District Governing Board policies and institutional procedures.

Whenever possible, AWC utilizes Arizona State Contracts and other established governmental and educational contracts for procurement purposes.

Soliciting business from AWC:

All requests and solicitations should be directed to the Purchasing Department, either by e-mail to:

Purchasing@AzWestern.edu

or mail to:

Attn: Purchasing Department
Arizona Western College
PO Box 929
Yuma, AZ 85366-0929

Please include all pertinent information such as a description of products and services offered, contact information, (phone, fax and e-mail) and any cooperative contracts that may be in place and of which AWC can take advantage. This information will be disseminated to interested departments as appropriate.

The Purchasing Process:

Arizona Western College operates under a Purchase Order and Purchasing Card system. Only the Purchasing Department is authorized to obligate District funds through the issuance of a Purchase Order. Individuals placing orders without a PO may be held personally responsible for the purchase. Payments for orders may also be placed utilizing an authorized College Purchasing Card.

Depending on the nature of the procurement, department representatives may initially contact the vendor requesting information, quotes, etc. It is acceptable to work directly with these individuals for preliminary order set-up. However, no order or service is authorized until a Purchase Order has been issued by the Purchasing Department. Therefore, especially **FOR THE VENDORS PROTECTION**, vendors should never accept an order without seeing a copy of the PO or being given a Purchasing Card number for a card in the name of the person placing the order or their dept.. Invoices CANNOT be paid unless a corresponding Purchase Order exists.

AWC issues two types of Purchase Orders. The characteristics of each are as follows:

Regular Purchase Orders may be used and paid against only once. Therefore the order must be complete before the invoice is paid. If a vendor has an item(s) that is on back-order for a length of time and wishes to be paid for the completed portion of the order, he should contact the Purchasing Department to notify and arrangements will be made.

Blanket Purchase Orders are issued for the purpose of small periodic purchases or ongoing services. Multiple payments are made against

Blanket PO's. A Blanket Purchase Order is valid only during the fiscal year it is generated, which is from July 1 through June 30. The time period that it covers will be listed on the document. Vendors are urged to retain a copy of the Blanket PO on file during that time period.

Bids:

Arizona Western College is required to solicit sealed bids for all procurements with an anticipated cost of \$50,000 or more. District Governing Board approval is required on these. Non-construction purchases require 3 or more quotes be done for purchases of \$10,000 to \$49,999.99.

Invitations for Bid will be posted on the Arizona Purchasing website found at: www.azpurchasing.org. All sealed bids must be clearly marked with the solicitation # on the outside of the envelope. Bids must be received by the date and time stated in the solicitation in order to be considered.

