

## The Payment Process

Before the Accounts Payable department can authorize payment to a vendor, three conditions must be met:

- A Purchase Order has been established.
- Confirmation has been received from the Receiving Department (for shipped merchandise) or the requisitioning department that all goods have been received or services completed.
- The Accounts Payable Department has the original invoice.

Payment terms are net 30 upon receipt of goods and services. Arizona Western College is a taxable institution, include all applicable taxes.

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## Contact Us

Purchasing  
[Purchasing@azwestern.edu](mailto:Purchasing@azwestern.edu)

Purchase Card Administrator  
[PcardAccess@Azwestern.edu](mailto:PcardAccess@Azwestern.edu)

Technology Purchases  
[Tech.Purchases@azwestern.edu](mailto:Tech.Purchases@azwestern.edu)

Account Payable  
[Accounts.Payable@azwestern.edu](mailto:Accounts.Payable@azwestern.edu)

Invoices should be emailed to  
[Accounts.Payable@azwestern.edu](mailto:Accounts.Payable@azwestern.edu)

## Business History

Arizona Western College (AWC) was established in 1963 and includes one major campus along with several extension sites. The College currently enrolls over 13,000 students annually and employs more than 400 full and part-time faculty, staff, and administrators district-wide. As a publicly funded educational institution, AWC 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.

## A VENDORS GUIDE



## Doing Business with AWC

## SOLICITING BUSINESS WITH AWC

All requests and solicitations should be directed to the Purchasing Department. You can reach us by email at [Purchasing@AzWestern.edu](mailto:Purchasing@AzWestern.edu).

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

### New Vendor Establishment

Before Arizona Western College places its first order with a new vendor, the Purchasing Department will contact the vendor to request the submission of the IRS Taxpayer Information Form W-9. This request will be accompanied by a letter detailing our purchasing requirements and providing credit references.

## THE PURCHASING PROCESS

Arizona Western College uses a Purchase Order (PO) and Purchasing Card system. Only the Purchasing Department can obligate District funds through a PO. Individuals placing orders without PO may be held personally responsible for the purchase. Payments can also be made using an authorized College Purchasing Card.

Department representatives may contact vendors for information or quotes. It is acceptable to work with these individuals for initial setup, but no order is official until the Purchasing Department issues a PO. For your protection, never accept an order without seeing the PO or getting a Purchasing Card number. Invoices can't be paid without a matching PO.

AWC issues two types of Purchase Orders:

- **Regular Purchase Orders:** Used and paid only once. The order must be complete before the invoice is paid. If an item is back-ordered and you want to be paid for the completed part, contact the Purchasing Department to make arrangements.
- **Blanket Purchase Orders:** Used for small, ongoing purchases or services. Multiple payments can be made against these POs. They are valid only during the fiscal year (July 1 to June 30). Keep a copy of the Blanket PO on file during this time.

## Bids

Arizona Western College must solicit sealed bids for any procurement expected to cost \$100,000 or more. District Governing Board approval is required for purchases of \$250,000 or more. For non-construction purchases between \$10,000 and \$99,999.99, at least three quotes are necessary.

Invitations for Bid will be posted on the Arizona Purchasing website at [www.azpurchasing.org](http://www.azpurchasing.org). All sealed bids must be clearly marked with the solicitation number on the envelope and received by the specified date and time to be considered.

### Sign Up to Submit Bids

You can register as a vendor on the Arizona Purchasing website at [www.azpurchasing.org](http://www.azpurchasing.org). Arizona Purchasing is a statewide cooperative purchasing group consisting of educational districts.



A centralized resource of bids  
for vendors and buyers.

