

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-70

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C. D. Deeberry
County Administrator

SUBJECT: **PIMA COUNTY CREDIT REFERENCES AND APPLICATIONS**

DEPARTMENT RESPONSIBLE: **All County Departments**

1. **STATEMENT**

At times, vendors will request a Pima County credit reference or credit application from a Department to enable that Department to begin or to continue to do business with that vendor. These requests often include a request for a guarantee of payment.

2. **PROCEDURE**

- 2.1. If a vendor requests a credit reference or credit application for Pima County to purchase supplies or services from that vendor, the Department shall forward the reference or application request to the Financial Operations Division Manager, Department of Finance and Risk Management.
- 2.2. The Financial Operations Division Manager, Department of Finance and Risk Management, will send a standardized memo indicating our credit references to the vendor with a copy to the Department.
- 2.3. No Department other than the Department of Finance and Risk Management is permitted to complete a credit application from any vendor or to issue a credit reference.