

# Pima County Public Access - OnBase



## To Search for a Contract:

Select Search Type  
PO - Contracts\_Public

Dates  
Start [ ] [ ] End [ ] [ ]

Doc\_CD [ ]

Doc\_Dept\_CD [ ]

Doc\_ID\_AMS [ ]

Vendor\_Legal\_Name [ ]

Alias\_DBA [ ]

Description\_AMS [ ]

Expire\_Date [ ]  
M/d/yyyy

BOS\_Date [ ]  
M/d/yyyy

Search Clear

*The Start and End Dates are for the "Expiration" date.*

**Select Search Type:** PO-Contracts\_Public

**Dates:** Use to search a range of Expiration Dates

**Doc\_CD:** Type of Contract

CT = Expense or Expense/Revenue

CTC = Office of Court Appointed Counsel

CTN = Revenue or no cost

MA = Master Agreement

PO = Purchase Order

**Doc\_Dept\_CD:** [Department Code List](#)

**Doc\_ID\_AMS:**

20 character contract number

**Vendor\_Legal\_Name:**

Name of Vendor awarded the contract

**Alias\_DBA:**

Doing Business As

**Description\_AMS:**

Project name or service from contract

**Expire\_Date:**

Specific end date of the contract

**BOS\_Date:**

The meeting date at which the Board of Supervisors approved the contract, if applicable

You may use one or more fields to search. If your search returns too many results, you can narrow your results by adding more criteria.

The "asterisk" \* is the wild card symbol. An \* can be used in the Doc\_ID\_AMS, Vendor\_Legal\_Name, Alias\_DBA and the Description\_AMS fields. Examples: If the contract number is CT-PO-18000000000000000123, SEARCH 18\*123; if the Vendor name is I Love Pizza, Inc., SEARCH \*Pizza\*.

If you have questions, please contact the Procurement Department at 724-8161 or email [ContractsAdmin@pima.gov](mailto:ContractsAdmin@pima.gov)