

# Pima County Public Access - OnBase

**PIMA COUNTY PUBLIC ACCESS**

Search

Search Type  
PO - Contracts\_Public

From Date  To Date

Doc\_CD

Doc\_Dept\_CD

Doc\_ID\_AMS

Vendor\_Legal\_Name

Alias\_DBA

Description\_AMS

Expire\_Date

BOS\_Date

## To Search for a Contract:

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

**From Date/To Date:** Use to search a range of Begin and 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. When searching for a contract the results may be incorrect or incomplete depending on the search criteria used. Once you have ascertained the correct DOC\_CD and DOC\_ID\_AMS from an initial search you may want to run an additional search using only these fields to return all versions of the desired contract.

The "asterisk" is the wildcard symbol. An \* can be used in the Doc\_ID\_AMS, Vendor\_Legal\_Name, Alias\_DBA and Description\_AMS fields.

Examples:

- If the contract number is *CT-PO-1800000000000000123*, SEARCH \*18\*123
- The \* before the contract number (\*18\*123) is useful. The County has contracts where an alpha code precedes the contract number. By adding a preceding \* you will capture all contracts that contain your search criteria.
- If the Vendor name is *I Love Pizza, Inc.*, SEARCH \*Pizza\*

*Please Note: Some documents may not have optical character recognition available*

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