



## *Prepare to Procure*

*July 20, 2012*

RIT Procurement Services  
475-2107

[http://www.rit.edu/fa/procurement/  
purchase@rit.edu](http://www.rit.edu/fa/procurement/purchase@rit.edu)

### **Completing Supplier Credit Applications**

It is not uncommon for new suppliers to require RIT to complete a credit application prior to permitting university departments to procure goods or service from their company. Suppliers typically ask for information about the University's finances including financial statements, banking information and bank contact names, and other current supplier references. However, it is not uncommon for a supplier to ask for certain information that RIT is unwilling to provide such as names and address of board members, personal guarantees of officers (if payment is not made), etc. For that reason, if you receive a credit application directly from a supplier, we ask that you forward it to the Procurement Services Office. PSO will complete the application, ensuring that up-to-date information is provided to the supplier. They will also work directly with the supplier to resolve any issues related to requests for personal guarantees, etc.

Send supplier credit applications to:

Procurement Services  
FMS – 99  
475-7171 (fax)  
[purchase@rit.edu](mailto:purchase@rit.edu)

Procurement Services will advise you when the completed credit application has been returned to the supplier so that you can proceed with making your purchase. If the supplier has not yet been set up in our purchasing/accounts payable system, the next step is for you to send a supplier set up form to the supplier to be completed: <http://finweb.rit.edu/purchasing/forms/vendorsetup.pdf>

If you have any questions or concerns about supplier credit applications, contact Mary Jane Kosel, Senior Staff Assistant, at [mjkppa@rit.edu](mailto:mjkppa@rit.edu) or 475-5885.

