

## Credit Applications

If a vendor asks the department to complete a credit application, the department should forward the credit application form to [the Controller's Office](#), to the attention of [Deborah Cole](#).

Credit applications can only be completed by the Controller's Office because of the signature required.

Deborah Cole or designee will complete the credit application, sign on behalf of Virginia Tech, and return the completed credit application to the vendor.

For more information, contact [Procurement](#), 540-231-6221, or [the HokieMart help desk](#).