

## How Do I Buy or Handle...

### *Credit Applications*

#### **Procedures:**

- If a vendor asks the department to complete a credit application, the department should forward the credit application form to the Controller's Office.
- **Credit Applications can only be completed by the Controller's Office** because of the signature required.
- Credit Applications should be forwarded to the Controller's Office to the attention of [Deborah Cole](#).
- Deborah Cole or designee will complete the credit application, sign on behalf of Virginia Tech, and return the completed credit application to the vendor.