

PASCUA YAQUI TRIBE

TRIBAL EMPLOYMENT RIGHTS OFFICE



Tribal Business License Vendors Packet

Vendors (Miscellaneous Items)

For Vendors who will be conducting sales of Arts/Crafts, Clothing, Beauty Products, House wares and any other non-food products; the following must be submitted.

- **Tribal Business License Application** – A completed Tribal Business License application must be submitted **along with a copy of government issued ID for the person who signed off on the Tribal Business License Application.**
- **Contractors Agreement** – A completed Contractors Agreement is required to be submitted where the company's sales personnel are identified.
- **\$25.00 Check or Money Order** – This will cover the fee associated with obtaining the business license. The payment will be processed by the Finance Department and a receipt will be mailed to the company, along with the original business license.

After all the above documents have been submitted, the Tribal License Application will be submitted for background check and once cleared the Tribal Business License Application will be forwarded to the Finance Department for approval. The Vendor will then be issued a Tribal Business License by the Finance Department. The Vendor (upon receiving their Tribal Business License) must return to the T.E.R.O. Department to obtain their Tribal Work Permit authorizing them to conduct business on the Pascua Yaqui Tribal Lands or Communities, to avoid any sanctions or fines. Sanctions and fines can be up to \$500.00 a day, per incident, per employee. All Vendors, and their personnel, must submit proper identification (i.e. government issued ID) when coming in for their Tribal Work Permit.

Food Sales Vendors

For Vendors who will be conducting Food sales (i.e. breakfast burritos, lunch specials, popover sales....) the following documents must be submitted.

- **Tribal Business License Application** – A completed Tribal Business License application must be submitted **along with a copy of government issued ID for the person who signed off on the Tribal Business License Application.**
- **Contractors Agreement** – A completed Contractors Agreement is required to be submitted where the company's sales personnel are identified.
- **Food Handlers Card** – A Food Handlers Card issued by either Indian Health Services or Pima Health Department is required of all personnel handling the food product.
- **\$25.00 Check or Money Order** – This will cover the fee associated with obtaining the business license. The payment will be processed by the Finance Department and a receipt will be mailed to the company, along with the original business license.

After all the above documents have been submitted, the Tribal License Application will be submitted for background check and once cleared the Tribal Business License Application will be forwarded to the Finance Department for approval. The Vendor will then be issued a Tribal Business License by the Finance Department. The Vendor (upon receiving their Tribal Business License) must return to the T.E.R.O. Department to obtain their Tribal Work Permit authorizing them to conduct business on

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the Pascua Yaqui Tribal Lands or Communities, to avoid any sanctions or fines. Sanctions and fines can be up to \$500.00 a day, per incident, per employee. All Vendors, and their personnel, must submit proper identification (i.e. government issued ID) along with their Food Handlers Card when coming in for their Tribal Work Permit.

Ice Cream/Food Sale Truck Vendors

For Ice Cream/Food Sale Truck Vendors conducting sales of packaged ice cream, candy, chips and other foods (i.e. nachos, cheese fries, durros, pickles) the following documents must be submitted.

- **Tribal Business License Application** – A completed Tribal Business License application must be submitted **along with a copy of government issued ID for the person who signed off on the Tribal Business License Application.**
- **Contractors Agreement** – A completed Contractors Agreement is required to be submitted where the company's sales personnel are identified.
- **Food Handlers Card** – A Food Handlers Card issued by either Indian Health Services or Pima Health Department is required of all personnel handling the food product.
- **Indian or County Health Department Inspection** – Certification from Indian Health Services or Pima County Health Department certifying that the vehicle meets food sanitary requirements and is cleared of any health issues. (Stamp of approval for use of vehicle for Ice Cream Sales.)
- **Registration/Insurance** – Motor Vehicle Division Registration & any applicable Vehicle Insurance.
- **\$25.00 Check or Money Order** – This will cover the fee associated with obtaining the business license. The payment will be processed by the Finance Department and a receipt will be mailed to the company, along with the original business license.

After all the above documents have been submitted, the Tribal License Application will be submitted for background check and once cleared the Tribal Business License Application will be forwarded to the Finance Department for approval. The Vendor will then be issued a Tribal Business License by the Finance Department. The Vendor (upon receiving their Tribal Business License) must return to the T.E.R.O. Department to obtain their Tribal Work Permit authorizing them to conduct business on the Pascua Yaqui Tribal Lands or Communities, to avoid any sanctions or fines. Sanctions and fines can be up to \$500.00 a day, per incident, per employee. All Vendors, and their personnel, must submit proper identification (i.e. government issued ID) along with their Food Handlers Card when coming in for their Tribal Work Permit.

Should you as a Vendor, have any questions or require additional information, please contact the T.E.R.O. Department.

Tribal Employment Rights Office (T.E.R.O.)
7474 S. Camino De Oeste
Tucson, AZ 85757
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