

November 10, 2011



TO: All Vendors
RE: Purchasing Procedures

Before providing goods or services to Lake Metroparks, vendors must be aware of and follow these important procedures.

1. A completed and signed W-9 must be on file in the Finance Department at Lake Metroparks prior to issuance of a Purchase Order.
2. A Purchase Order Number must be assigned for the purchase of all goods or services.
3. **All freight shipments less than 150 pounds must ship to Lake Metroparks using OUR UPS ACCOUNT NUMBER.** Failure to do so will result in back charges to the vendor. Please contact Lake Metroparks' Purchasing Department for the account number.
4. Lake Metroparks will not pay invoices if a purchase order is not on file with the Finance Department. All goods purchased without a purchase order and invoiced are the responsibility of the individual placing the order.
5. Vendors supplying goods or services without a Purchase Order Number do so at their own risk.
6. All invoices and shipping documents must indicate the Purchase Order Number to which the billing or shipment applies. Lake Metroparks will return invoices unpaid to the vendor not referencing a Purchase Order Number.
7. Send ALL invoices to the Administrative Offices to the attention of the Finance Department.

A booklet entitled "Doing Business with Lake Metroparks", which details the purchasing procedures and invoice payment procedures, is available to any vendor wishing a copy. To obtain a free copy, call (440) 639-7275, FAX your request to (440) 639-9126, mail a written request to:

Lake Metroparks
Purchasing Dept
11211 Spear Road
Concord Twp., Ohio 44077

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Evangelista', with a long horizontal flourish extending to the right.

Mark Evangelista, MBA, C.P.M.
Purchasing Manager

Lake Metroparks
Administrative Offices
11211 Spear Road
Concord Twp., Ohio 44077

440-639-7275
440-639-9126 fax
lakemetroparks.com

Lake County Probate Judge
Ted Klammer

Board of Park Commissioners
Ellen Foley Kessler
Mark P. Oesterle
Frank J. Polivka

Executive Director
Stephen W. Madewell