



February 13, 2008

To: All Vendors
From: Mark Evangelista, C.P.M.
Re: Purchasing Procedures

Before providing goods or services to Lake Metroparks, be aware of the following important procedures that must be adhered to:

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. Invoices will not be paid if a purchase order is not on file.
4. Vendors supplying goods or services without a Purchase Order Number **do so at their own risk**.
5. All invoices and shipping documents must indicate the Purchase Order Number to which the billing or shipment applies, Invoices not referencing a Purchase Order Number will be returned to the vendor **unpaid**.

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, or mail a written request to:

Lake Metroparks
Purchasing Department
11211 Spear Rd.
Concord Twp., Ohio 44077

Sincerely,

Mark Evangelista, C.P.M.
Purchasing Manager

**ADMINISTRATIVE
OFFICES**
11211 Spear Rd.
Concord Twp.
Ohio 44077

Phone: (440) 639-7275
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Lake County Probate Judge
Ted Klammer

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