



May 2, 2019

TO ALL SUPPLIERS

Any purchase made by the Library is done so via the issuance of a purchase order and/or a signed contract. All goods or services must have an approved purchase order and/or signed contract. Unauthorized purchases are a violation of the Procurement Policy of the Detroit Public Library.

Effective immediately, any invoices submitted with dates prior to the issuance of a contract or purchase order, will not be honored. The Library shall not incur any liability to reimburse for unauthorized expenses. Further, the Chief Financial Officer shall not authorize any payments for work completed prior to the issuance of an approved purchase order.

In order to ensure payment for goods and services provided to the Library, please do not begin any work or deliver any products without an approved purchase order and/or signed contract.

Thank you for your cooperation and adherence to the Library's Procurement Policy.

Sincerely,

A handwritten signature in blue ink, appearing to read "ACB", written over a light blue horizontal line.

Antonio C. Brown,
Chief Financial Officer