

October 2019

Dear Moore College of Art and Design Vendor:

Please be advised that it is the College's long standing financial policy that **all orders over \$1,000 from Moore College of Art and Design's employees for goods or services should not be accepted by your company without a written purchase order from the Business Office, approved by the Senior Vice President for Finance and Administration or his designee.**

It is imperative that you adhere to this policy in order to enable the College to maintain strong financial budgetary control over its purchasing activities to prepare accurate cash flow forecasts for its outstanding commitments, and to **guarantee timely payment of your invoices.**

The College also requires that **all invoices be sent directly to the College's Accounts Payable Department.** The invoice should reference the College's purchase order number and should include an itemized listing of all goods or services provided, complete with the number of units sold and the cost per unit.

Failure to follow the College's financial policies **will prevent your invoices from being processed on a timely basis and may result in nonpayment.**

We appreciate your professional service to the Moore College of Art and Design and thank you for your cooperation in complying with our policies. If you have any questions about the College's purchasing policies, please contact Angeline Campbell, Controller (215) 965-8559.

Thank you for you attention to this matter.

Sincerely,

Angeline Campbell  
Controller