

Dear Vendor:

Thank you for your interest in becoming a supplier for the Columbus Metropolitan Housing Authority (CMHA). I would like to take this opportunity to inform you of some of our policies and procedures.

CMHA is a non-profit independent federal agency providing housing assistance for low income and elderly families. Our tax exempt number is #31-6401164.

Our purchasing procedure is based on a purchase order system only and no order should be accepted by your company without a purchase order number. That number must accompany each transaction concerning that order including packing slips, all packages, and invoices.

If at any time you have a question or problem concerning CMHA, please do not hesitate to call the Purchasing Department at 614.421-4434 or 614.421-4433. For your reference, if you need to fax to the department please fax to 614.421-4506.

Please return the attached form for our federal record.

Sincerely,

CMHA Purchasing Agent

Attachment

