

October 2007

To: Vendor's Doing Business with Douglas County, Georgia
Board of Commissioners

From: Douglas County Purchasing Department

Date: October 2007

Subject: Purchase Order Policy – Do Not Ship Without It

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Douglas County has a long standing policy covering the procurement of goods and services. All items procured for Douglas County, and to be paid by Douglas County with collected tax dollars, will only be allowed if the determination is that the cost is reasonable and acceptable, and the best value is received for each public dollar spent. This is evidenced by the receipt of a Purchase Order (P.O.) and P.O. Number.

To **guarantee payments** of shipped goods to Douglas County, all requests for goods and services purchased on behalf of Douglas County **shall not** be sent/delivered or allowed for pick-up without a valid Douglas Purchase Order Number.

The delivery of items for Douglas County are to be sent to:
Douglas County Board of Commissioners
Attention: (Requesting Department Name)
8700 Hospital Drive
Douglasville, Georgia 30134

Invoices shall be sent to: Douglas County
Attention: Accounts Payable
8700 Hospital Drive
Douglasville, Georgia 30134

Thank you for your attention to this letter. Should you have any questions, please contact the Purchasing Department at 770.920.7263.

Sincerely,
Diane E. Connors, Director of Purchasing