



City of Malden

Massachusetts



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OFFICE OF THE CONTROLLER
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TO: All Vendors doing business with the City of Malden

FROM: Charles Ranaghan, Controller

DATE: January 15, 2019

SUBJECT: Purchasing Requirements

Please be advised that the City of Malden has been using, and will continue to use, a Purchase Order Encumbrance System.

The purpose of this letter is to inform you that when you do business with the City of Malden for goods and/or services, you must have either a City of Malden Purchase Order or a current contract in place.

We ask that you **DO NOT PROCESS** an order for goods and/or services without a Purchase Order.

When submitting an invoice to the City of Malden, or any Department thereof, for payment, please have our Purchase Order Number on your invoice. Failure to comply with our procedures will result in non-payment of these invoices.

So that we may expedite the Purchase Order process please provide your City of Malden contact with your e-mail address. This will allow us to e-mail formal Purchase Order documents instead of mailing them.

Thank you for your cooperation.

Sincerely,

Charles Ranaghan
Controller