



EMORY  
UNIVERSITY

Procurement and Contract Administration

March 4, 2014

Dear Supplier,

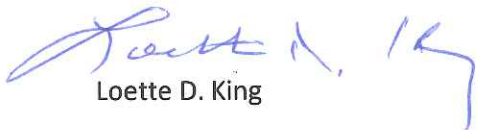
Emory University has embarked upon an effort to manage our expenditures in a more strategic manner. One of the major components of our strategy was the implementation of an online ordering system. This system allows Emory to track detailed information regarding the goods and services purchased. In addition, the system allows purchase orders and invoices to be processed quickly and efficiently.

Any order placed with your company by Emory University, which will result in the generation of an invoice, must be accompanied by a university issued Purchase Order. For your reference Emory Purchase Orders have a prefix of "S, T, or V" followed by six numeric digits (i.e. S123456, T001234, or V123456).

All invoices received by Emory University must have the Purchase Order number printed on the invoice. Any invoice received by Emory which does not have a valid Purchase Order number will be returned to your company unpaid.

Should you have any questions regarding this correspondence, please contact me at [loette.king@emory.edu](mailto:loette.king@emory.edu).

Regards,



Loette D. King

Sr. Director, Procurement and Contract Administration

LDK/mw