



PREPARING STUDENTS
FOR LIFE

Through Academic Achievement · Personal Well-Being · Career Readiness

Date: July 28, 2023

To: CPS Vendors

From: CPS Purchasing Department

Subject: Executed Purchase Orders

Dear Vendor,

Thank you for providing goods and services to Cincinnati Public Schools (CPS). This memorandum is to inform new and existing vendors of CPS' procedure for becoming an approved vendor, and required steps to take before you start to perform services or otherwise fulfill a contract for CPS.

Only approved vendors can do business with Cincinnati Public Schools, and they must have a fully executed purchase order prior to beginning any work for CPS. CPS' purchasing policies are consistent with the Ohio Revised Code and Board of Education policies. For clarity, **CPS vendors do not have approval or authorization to commence services or deliver goods to CPS until a fully-executed purchase order is in place.** Attached is a sample of a properly approved purchase order.

If you deliver goods or services without an approved purchase order, you are doing so at your own cost. Without an approved purchase order, vendors may risk delay in payment, cancellation of the order or request, return of goods, and/or non-payment.

Kind Regards,

Purchasing Department

Cincinnati Public Schools

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