

Cleveland Public Library

Fiscal Officer's Certification: It is hereby certified that the amount required to meet the expenditure has been lawfully appropriated for such purposes and is in the treasury or in process of collection to the credit of an appropriate fund, free from any previous encumbrance and if subsequently issued, it is further certified that both at the time of completing this, sufficient funds were then and are now available to authorize payment.

For purchasing inquiries: Cleveland Public Library, Attn: Purchasing Department, 17001 Lake Shore Boulevard, Cleveland, Ohio 44110-4006, Phone: 216-623-2843

For billing and payment inquiries: Cleveland Public Library, Attn: Accounting Department, 325 Superior Avenue, Cleveland, Ohio 44114-1271, Phone: 216-623-2840, EMAIL: accounting@cpl.org

Conditions Governing This Purchase Order

1. Cleveland Public Library is not responsible for materials, supplies or equipment delivered without authority of its written order.
2. Packing slips must be included with all shipments.
3. Section 2 sales tax exempts State of Ohio and its political sub-divisions. Cleveland Public Library's State Exemption is A107257.
4. Cleveland Public Library is exempt from Federal excise tax. Cleveland Public Library's Federal ID is 34-6000711.
5. All business firms supplying products and/or services to the Cleveland Public Library shall take affirmative action to ensure that applicants and employees are treated without regard to age, sex, race, creed, color, national origin, or physical or mental handicap.
6. Employees of the business firms supplying products and/or services to the Cleveland Public Library are not "public employees" for purpose of membership in the Ohio Public Employees retirement System.