



# City of Cambridge

O-33

IN CITY COUNCIL

July 29, 2002

COUNCILLOR SIMMONS

ORDERED: That the City Manager be and hereby is requested to instruct the Purchasing Agent, the Auditor, the Economic Development Director to meet and prepare a written information packet to be included with the Fall, 2002 Women and Minority Business Directory and on the Web outlining the following:

- Process to do business with the city;
- Process for vendor to be added to state contract;
- Purchase order process listing contact person;
- Bills payable process listing contact person;
- Process where product vendor can sell product to the city departments and who to contact; and be it further

ORDERED: That the City Manager be and hereby is requested to inform all city departments and in particular fiscal personnel in each department the importance of bills owed by the city to be paid in a timely manner.

In City Council July 29, 2002.

Adopted by the affirmative vote of nine members.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:- *D. Margaret Drury*

D. Margaret Drury  
City Clerk

CM-189

**ORDER # 33**

Prepare a written information packet to be included with the Fall, 2002 Women and Minority Business Directory and on the Web and inform all city departments the importance of bills owed by the city to be paid in a timely manner.

**Councillor Simmons**

**In City Council July 29, 2002**

**ORDER ADOPTED.**