Printed by Janice Beaman 10/18/94 4:18pm

From: Janice Beaman
To: Joe Robinson
Subject: Agreements (fwd)

====NOTE==========10/13/94 2:24pm=

Hi Joe:

I am now processing agreements and one has come through without a Federal or State I.D. Number or a City Business Operation Tax Certificate Number.

Is this a requirement now for all or just some agreements? If so, who should be making sure this is completed?

Thanks - Janice

=Fwd by: Joe Robinson==10/13/94 4:47pm=
Fwd to: Janice Beaman
CC: William Carnazzo

I think that the Finance Department should make this determination. My guess is that, if these are required, they should be required for all agreements, but this policy should be established by Finance in conjunction with the Department letting the contract. Getting these numbers when the contractor signs is the responsibility of the Department letting the contract. I hope my answers are helpful.

=Fwd by: Janice Beaman=10/18/94 8:55am=
Fwd to: Joe Robinson
CC: Virginia Henry

Great! Based on your response, I will not be concerned if any numbers are missing. Thank you, Thank you!