



City of Johnstown

Office of the Mayor

Vernon F. Jackson

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MEMORANDUM

TO: City of Johnstown Vendors

FROM: Mayor Vernon F. Jackson

CC: Common Council Members
City of Johnstown Department Heads

SUBJECT: City of Johnstown Purchases and Payments

DATE: November 9, 2020

The City of Johnstown is tightening control over ordering, vendor invoices and payment processing. This memorandum provides minimum requirements.

1. All vouchers, invoices, account statements, correspondence and inquiries must be directed to the City Treasurer. We prefer e-mail communication. The contact information is the following:

City Treasurer
City of Johnstown
P.O. Box 160, 33-41 East Main Street
Johnstown, New York 12095
accountspayable@cityofjohnstown.ny.gov
518-736-4017

2. Only the City Treasurer is authorized to provide you a copy of the City's sales tax exemption letter. The City's sales tax exemption must be used only for official City of Johnstown purchases. Any potential misuse of the exemption must be reported to the City.
3. All orders must be made with an executed purchase order. The purchase order number must be noted on your invoice.
4. Orders placed and invoices submitted without the correct documentation will not be paid and the service and/or merchandise may be treated as a gift to the City of Johnstown.
5. Do not send duplicates of any documentation named above to any other City personnel, as this may cause a delay in payment processing.

Sincerely,

Vernon F. Jackson
Mayor