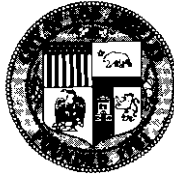


CITY OF LOS ANGELES
CALIFORNIA

DEPARTMENT OF
GENERAL SERVICES

TONY M. ROYSTER
INTERIM GENERAL MANAGER AND
CITY PURCHASING AGENT

OFFICE OF
PURCHASING AGENT
ROOM 110, CITY HALL SOUTH
111 EAST FIRST STREET
LOS ANGELES, CA 90012



ANTONIO R. VILLARAIGOSA
MAYOR

May 8, 2008

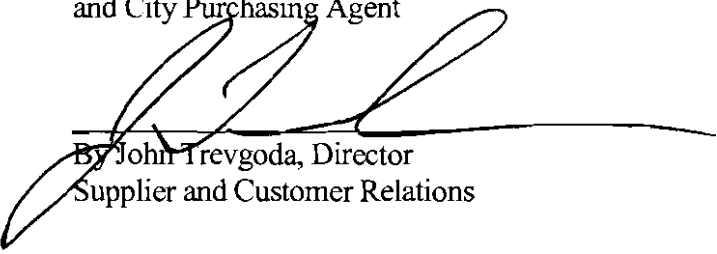
To Our Valued Vendors:

From June 3 through June 30, 2008 the City of Los Angeles will be engaged in fiscal year-end activities. During that time, the City of Los Angeles will be required to process an unusually large volume of procurement-related transactions in our Supply Management System. Therefore, payments may be delayed during this brief period.

We know that this may cause an inconvenience for your organization; however, we thank you for your understanding in this matter.

Should you have any questions regarding this issue please contact Curtis Watts at (213) 928-9546 or via email at curtis.watts@lacity.org.

Tony M. Royster, Interim General Manager
and City Purchasing Agent


By John Trevoda, Director
Supplier and Customer Relations