

April 1, 2018

Dear Valued Supplier:

Please be reminded that only Supply Chain Management personnel at The University of Texas M. D. Anderson Cancer Center is authorized to award official agreements and issue purchase orders.

The signing of your agreement by others at M. D. Anderson or work assignments you receive that are not authorized through Supply Chain Management are not valid and may adversely impact your company receiving payment for goods/services rendered.

If you have agreements not issued by Supply Chain Management, or if you do not have a valid purchase order number, please notify Supply Chain Management at (713) 745-8300. Please ask to speak to one of our Contract Managers. Contract Managers are available to meet with vendors one-on-one to discuss agreements and/or to answer other questions you may have.

Please forward copies of this letter to the appropriate members of your company.

Thank you for your support and assistance. We look forward to meeting with you.

Very truly yours,



Michael Keneker
Associate Vice President and Controller