# *Rural Municipality of Parkdale No. 498*

Office of the Administrator

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January 19, 2016

Hello Board Members:

Council has asked that I send you a reminder letter, that it is the policy of the RM of Parkdale, as per motion 519-15, that Purchase Orders be used for all purchases.

Also as per the above motion, all workers that are not employees must have a contract with the RM of Parkdale, prior to the commencement of any work.

If this criteria is not met, invoices will not be paid.

As we have no agreements in place at this time, all purchases and expenditures required by your respective Hamlets will need to be done through the Administration and Council of the RM of Parkdale, on your behalf, as per *The Municipalities Act.*

Council would like to assure you they are always available, as is Administration, should you wish to meet.

Yours Truly
Jennifer Ernst
Administrator
RM of Parkdale