

3 April 2025

Dear Valued Supplier,

RE: Enforcement of 'No Purchase Order, No Payment'

The City of Kalamunda would like to advise that we have a 'No Purchase Order, No Payment' policy. When a supplier submits a tax invoice for payment it must quote a valid purchase order (PO) number provided by us. An invoice that does not quote a valid purchase order number will be returned back to the supplier for correction. The 'No Purchase Order, No Pay' policy ensures invoices received can be processed efficiently to minimise delay in payment to suppliers and contractors.

The City will commence enforcing the requirement to have the valid purchase order number quoted on the invoice. The effective date of this requirement is 1 May 2025. After this date invoices quoting an invalid or no purchase order will be returned to you for amendment. We encourage you to contact the City Officer you are dealing with to obtain your correct purchase order number and then resubmit your invoice to the Accounts Payable team by email to accounts@kalamunda.wa.gov.au.

Should you require further information, the City's Purchasing Terms and Conditions and Invoice Requirements can be found on the City's website www.kalamunda.wa.gov.au.

Yours sincerely,

Rajesh Malde
Manager Financial Services