



**SUBMITTED VENDEX MEMO**

**AVAILABLE ON THE NEW YORK CITY'S**

**MAYOR'S OFFICE OF CONTRACT SERVICES WEBSITE**

**<http://www.nyc.gov/html/mocs/html/research/vendex.shtml>**

# MEMORANDUM

<b>To:</b>	_____
<b>Agency:</b>	_____
<hr/>	
<b>From:</b>	_____
<b>Organization:</b>	_____
<b>EIN#:</b>	_____
	(Contact Name (PIN))
<b>Regarding:</b>	_____
<b>Date:</b>	_____

Please be advised that as of \_\_\_\_\_ (Date), we have sent  
(check one)

New VENDEX forms

Changed VENDEX forms

to the Mayor's Office of Contract Services, VENDEX Processing Unit, 253 Broadway,  
9<sup>th</sup> Floor, New York, N.Y., 10007