



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

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**Memorandum**

**TO: ALL STATE AGENCIES, BOARDS AND COMMISSIONS  
AND INSTITUTIONS OF HIGHER EDUCATION**

**FROM: RICK SMITH, CPPB**

**DATE: MARCH 14, 2007**

**SUBJECT: DELIVERY/INVOICE ADDRESSES**

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Effective March 16, 2007 State Agencies will not have the authority within AASIS to enter or change delivery or invoice addresses. Each State Agency was sent a listing of their current delivery addresses and requested to review that listing and make appropriate changes. Those changes have been entered into AASIS. All changes will need to come through OSP. OSP will not be able to make same day changes to delivery addresses.

Submit address changes to the OSP website [http://www.arkansas.gov/dfa/procurement/pro\\_agency.html#5](http://www.arkansas.gov/dfa/procurement/pro_agency.html#5) on the Delivery Address Maintenance Form.

If your agency is a "service bureau" please contact [peggy.charo@dfa.state.ar.us](mailto:peggy.charo@dfa.state.ar.us) for instructions.