



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

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Memorandum

To: Service Bureau Agencies
From: Joseph A. Giddis
Date: May 29, 2007
Subject: Fiscal Year End Material Management Guidance-Service Bureau Agencies

This guidance is effective immediately and replaces all previous guidance issued from OSP concerning fiscal year end material management for Service Bureau Agencies.

The Office of State Procurement will process purchasing documents for Service Bureau Agencies up to noon June 29, 2007. However, Agencies are strongly advised to complete all procurement activity by June 15, 2007 to allow vendors time to deliver and invoice for goods and services and to allow the Office of State Procurement time to complete Service Bureau purchasing transactions for payment.

Purchase orders created in FY2007 that have not had the orders delivered and goods receipts processed by the close of business June 29, 2007, will be carried forward into FY2008 if the budget check for FY2008 is passed. If no budget is available for the next fiscal year the purchase order will be deleted.

Please contact Peggy Charo, Debra Wehagen or Rick Smith for assistance and questions at peggy.charo@dfa.state.ar.us or 501-371-6064, debra.wehagen@dfa.state.ar.us or 501-371-6076, rick.smith@dfa.state.ar.us or 501-324-9323.

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