



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

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**Memorandum**

**To:** Service Bureau Agencies  
**From:** Joseph A. Giddis  
**Date:** June 15, 2005  
**Subject:** Fiscal Year End Material Management Guidance—Service Bureau'

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This guidance is effective immediately and replaces all other guidance issued from OSP on this issue.

The Office of State Procurement will process purchasing documents for Service Bureau Agencies up to the close of business June 30, 2005. However, agencies are strongly advised to complete all activity as soon as possible as the Office of State procurement has limited resources available to complete Service Bureau purchasing transactions.

If purchase orders are not filled by June 30, 2005, they will be closed and re-issued in July on a new PO. All PO and PR documents carried forward into the next fiscal year will decrease the budget immediately when the system is "brought back up".

Please contact Peggy Charo or Tom Prigmore for assistance and questions at [peggy.charo@dfa.state.ar.us](mailto:peggy.charo@dfa.state.ar.us) or 501.371.6064, [tom.prigmore@dfa.state.ar.us](mailto:tom.prigmore@dfa.state.ar.us) or 501.371.6073.

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