



SAIC-Frederick, Inc.
A subsidiary of Science Applications
International Corporation

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John Trifone
Director, Acquisition and Logistical Services

REQUISITIONS FOR CY 2009 PURCHASES

ALL EMPLOYEES

The dates listed below are deadlines for submission of CY2009 purchase requests for annual agreements that you would like to have in effect at the beginning of CY2009. Requisitions may be submitted prior to those dates.

All leases	July 25, 2008
Subscriptions handled through Subscription Service only (currently Blackwell's)	August 22, 2008
On-line Computer Search Agreements And Hardware/Software Maintenance Agreements	September 5, 2008
Testing and Service Agreements	September 5, 2008

All requisitions for CY2009 must have adequate signatures. Please type; illegible requisitions will be returned to the sender. Sole source justifications, if applicable, must be provided and signed according to Policy and Procedure number 403.2. If requesting renewal of a current contract or purchase order, please indicate the current order number.

It is not necessary to initiate purchase requests for Blanket Purchase Agreements.

If there are any areas requiring clarification, please contact Donna M. Follin, extension 1124. Questions regarding center numbers should be directed to Ginny Whipp, extension 1119.

Thank you for your cooperation.

John Trifone