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**Sent:** Wednesday, April 22, 2009  
**To:** Follin, Donna (SAIC)  
**Subject:** CAPITAL EQUIPMENT DEADLINES

CAPITAL EQUIPMENT DEADLINE DATE IN PURCHASING FOR CY09 PROCESSING - JULY 20, 2009

Purchase Request (PR) packages must be received in the Purchasing Department by July 20, 2009 complete with a well-defined item description, statement of work including delivery timeframe requirements, sole source justification if applicable, and appropriate signature authorization for capital equipment and other special approvals.

NOTE: Your program area will set deadline dates earlier than the above listed date to provide sufficient time to prepare the submission package and route it for all required approvals for receipt in the Purchasing Department prior to the deadline date as listed above. Adhering to the PR package preparation phase will greatly benefit all program areas by ensuring timely receipt of a complete submission and proper acquisition processing of your capital equipment requirements.

Purchase Requests received incomplete WILL be canceled and returned to the program area.

Monthly e-mail reminders for the deadline to the Purchasing Department will be sent for your convenience.

The link to Capital Equipment requirements and process from our Customer Guide web manual follows: [http://web.ncifcrf.gov/campus/als/downloads/CAPITAL\\_EQUIPMENT\\_PROCESS.pdf](http://web.ncifcrf.gov/campus/als/downloads/CAPITAL_EQUIPMENT_PROCESS.pdf). Information regarding requirements, complete PR package contents, procurement status, late money handling, and Purchasing communications to program areas, etc. is included in this web link. Helpful hints in preparing the Purchase Request and a copy of this communication is available at <http://web.ncifcrf.gov/campus/als/general.asp>.

If you have any questions, your program administration area will be able to provide answers to you; for further information or any areas requiring clarification, your administration area will contact the Purchasing Department and provide the answer for you.

Your cooperation and consideration are appreciated for the smoothest year end possible.

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