



Texas Department of Health

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Date: August 12, 2002

To: TDH Contractors

From: Grants Management Division

Re: Critical dates for contract payments and advances

TDH is preparing for routine processing deadlines for the state fiscal year-end on August 31, 2002. In addition, the financial records for grant contracts are moving from the existing Contract Development System (CDS) to HHSAS. To prepare for this transition, some CDS functions will be unavailable for part of August and September 2002.

It is imperative that contractors submit any outstanding payment requests as soon as possible. The Grants Management Division (GMD) and TDH programs will make every effort to process payment requests **received on or before August 20, 2002**, by the fiscal year-end deadline.

Routine contract payment requests for monthly expenditures or services will be processed and scheduled for payment at the Comptroller on the earliest possible date. Approved advance requests for **fully-executed** contracts beginning September 1, 2002, will be processed and scheduled for payment at the Comptroller on September 3, 2002.

GMD anticipates that processing of payment requests for CDS contracts will resume on Monday, September 16, 2002.

Thank you for your cooperation during this transition. For more information, please contact Robert Vitek at 512 458-7111 ext 2281.