



City of Albuquerque

Finance and Administrative Services

Richard J. Berry, Mayor

Interoffice Memorandum

May 9, 2016

To: All City Departments

Through: Marina Wells, Fleet Manager 

From: David Harper, Internal Services Supervisor 

Subject: FY16 Cut-Off Dates for Supplies Acquisition

Please reference the dates listed below. The last days to acquire supplies from the City Warehouse, Office Services and Sandia Office Supply for the FY16 are as follows:

Sandia Office Supply – June 29th

- City Office Supplies – 1st Floor City/County Bldg.

Orders placed online through PeopleSoft must be placed by: June 20, 2016 4:00 pm and picked up no later than June 22, 2016 4:00 pm.

Orders placed by Direct Issue (Form P127114) may be brought to Office Services on June 22, 2016 no later than 4:00 pm and picked up the same day.

- City Warehouse –Pino Yards

Orders placed online through PeopleSoft must be placed by: June 20, 2016 4:00 pm and picked up no later than June 22, 2016 3:30 pm.

Orders placed by Direct Issue (Form P127114) may be brought to the Warehouse on June 22, 2016 no later than 3:30 pm and picked up the same day.

Requisitions must be processed by these dates and times in order for the items to be charged to FY16. Requisitions submitted but not processed and all backorders will be held and charged to FY16. Internal Services will do everything possible to accommodate all requests. It is ultimately the Department's responsibility to follow through in assuring that their requests are being met within the proper time frame. **All orders must be picked up by end of business day June 22, 2016.** Orders not picked up will be cancelled and items will be returned to stock. All reorders will subsequently be processed in FY16.

The City Warehouse and Office Supply will be closed from June 23 through June 30, 2016 for year-end inventory. We will re-open for business Friday July 1, 2016. During this period, the City Warehouse will respond to emergency requests or vital services within the parameters already established. If you have any questions please feel free to call the Warehouse at 857-8670.