



City of Albuquerque

Finance and Administrative Services

Richard J. Berry, Mayor

Interoffice Memorandum

April 8, 2013

To: All City Departments

Through: Ramona Martinez, Materials Management Officer 

From: David Harper, Internal Services Supervisor

Subject: FY13 Cut-Off Dates for Supplies Acquisition

The last day for acquiring supplies from the City Warehouse and Office Services section for the FY13 budget are as follows:

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

Orders placed online through PeopleSoft must be placed by: June 20, 2013 5:00 pm and picked up no later than June 21, 2013 4:30 pm.

Orders placed by Direct Issue (Form P127114) may be brought to Office Services on June 21, 2013 no later than 4:30 pm and picked up the same day.

- City Warehouse –Pino Yards

Orders placed online through PeopleSoft must be placed by: June 20, 2013 5:00 pm and picked up no later than June 21, 2013 3:30 pm.

Orders placed by Direct Issue (Form P127114) may be brought to the Warehouse on June 21, 2013 no later than 3:30 pm and picked up the same day.

Requisitions must be processed by these times and dates in order that the items may be charged to FY13. Requisitions submitted but not processed and all backorders will be held and charged to FY14. 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 21, 2013.** Orders not picked up will be cancelled and items will be returned to stock. All reorders will subsequently be processed in FY14.

The City Warehouse and Office Supply will be closed from June 24 through June 28, 2013 for year-end inventory. We will re-open for business on Monday July 1, 2013. 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.