



# City of Albuquerque

## Finance and Administrative Services

Richard J. Berry, Mayor

### Interoffice Memorandum

May 28, 2015

**To:** All City Departments

**Through:** Ramona Martinez, Chief Procurement Officer

**From:** David Harper, Internal Services Supervisor

**Subject:** FY15 Cut-Off Dates for City Warehouse, Office Supplies and Office Services

The last day for acquiring supplies from the City Warehouse, Sandia Office Supply and Office Services for the FY15 budget are as follows:

**City Warehouse –Pino Yards.**

Orders placed online through PeopleSoft must be placed by **June 19, 2015 4:00 pm** and picked up no later than **June 22, 2015 3:30 pm**.

Orders placed by Direct Issue (Form P127114) may be brought to the Warehouse on **June 22, 2015 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 FY15. 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, 2015.** Orders not picked up will be cancelled and items will be returned to stock.

The City Warehouse and Office Services will be closed from June 23 through June 30, 2015 for year-end inventory. We will re-open for business on Wednesday July 1, 2015. 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.

**Sandia Office Supply** – The last day to order office supplies from Sandia Office is **June 29, 2015**.

**City Office Services-** this includes envelopes, forms, stationary, etc,

Orders placed online through PeopleSoft must be placed by **June 19, 2015 at 4:00 pm** and picked up no later than **June 22, 2015 4:30 pm**.

Orders placed by Direct Issue (Form P127114) may be brought to Office Services on **June 20, 2015 no later than 4:30 pm** and picked up the same day.