From: Pattie Grela
Subject: Blanket Order Increases
Date: Monday, May 22, 2006 10:34:18 AM

Subject: **Blanket order increases**

No: **4**

Per Edward Cook, Purchasing Supervisor

In Colleague, "**All Blanket Orders**" will be closed on June 30, 2006 with the exception of Military Education. With this in mind, Purchasing will not accept "INCREASE MEMO's" received after June 12th. Also, it is your responsibility to make sure that there are sufficient funds to cover increases. Remember that no budget transfers on existing Purchase Orders will be allowed after June 2, 2006. **Accounts Payable personnel can not override NSF accounts.** Any increase memos that are NSF will be returned to you undone.

Please share this email with others on your campus.

It is our intent to use this distribution list to transmit information and updates related to the Procurement module of SDCCD's Colleague Financial system, as well as the general purchasing of goods and services. These notices are directed to initiators, approvers, and receivers and will be issued from time to time. We invite you to peruse our website http://bussrv.sdccd.edu/purchasing/ which has information for employees and vendors.