



Georgia®

Department of  
Administrative Services

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Nathan Deal  
Governor

Sid Johnson  
Commissioner

February 10, 2012

State Purchasing Division  
Department of Administration Services  
200 Piedmont Avenue SE, Suite 1308, West Tower  
Atlanta, GA 30334-9010

Dear Agency Purchasing Officers and University Purchasing Directors,

Each year, purchasing personnel throughout the state work diligently to meet their customers' needs to process requests meeting agency or university operational requirements. We are approaching the end of the fiscal year and are confronted again with the realities of processing times.

We will not accept RFP solicitations that need to be encumbered with FY12 funds after **Friday, March 9**. I ask that you please communicate this to the appropriate parties within your organization.

Regards,

Leslie Lowe  
Assistant Commissioner, Procurement  
State Purchasing Division