



DEPARTMENT OF MANAGEMENT
SERVICES

4050 Esplanade Way • Tallahassee, Florida 32399-0950

LAWTON CHILES, GOVERNOR

WILLIAM H. LINDNER, SECRETARY

March 13, 1997

Suite 335

MEMORANDUM NO.: 23 (96-97)

MEMORANDUM TO: All State Department and University Purchasing Offices
Addressed

FROM:  George C. Banks, CPPO
Director, Division of Purchasing

SUBJECT: State Agency Purchasing Personnel Listing

In an effort to update our records, we ask that you complete the form below and fax it back to my office at (904) 921-5979 by Monday, March 24, 1997. This information will be included as a pull-out in our quarterly newsletter which will be issued soon.

Agency: _____

Purchasing Director: _____

Address: _____

City, State, Zip: _____

Phone No.: _____ Suncom: _____

Fax No.: _____ E-Mail Address: _____

For those agencies having district/region offices, we ask that you forward this form to them so they can be included in our listing.

We appreciate your prompt attention to this request. Should you have any questions, please contact Eleanor Wood at (904) 921-7852, Suncom 291-7852.

GCB/ew