



DEPARTMENT OF MANAGEMENT
SERVICES

4050 Esplanade Way • Tallahassee, Florida 32399-0950

LAWTON CHILES, GOVERNOR

WILLIAM H. LINDNER, SECRETARY

January 30, 1996

Suite 335

MEMORANDUM NO.: 14 (95-96)
MEMORANDUM TO: All State Department Purchasing Offices Addressed
FROM: George C. Banks, CPPO
Director, Division of Purchasing
SUBJECT: NASPO Publications

The National Association of State Purchasing Officials (NASPO) has four (4) publications which are available:

STATE AND LOCAL GOVERNMENT PURCHASING, 4TH EDITION - *All you need to know about purchasing laws, regulations and procedures. An essential source. \$33.95*

ISSUES IN PUBLIC PURCHASING - *Discusses and makes specific recommendations on purchasing laws, rules and management. \$20.97*

THE CONTRACT COOKBOOK FOR PURCHASE OF SERVICES, 2ND EDITION - *Practical do's and don't's for agreements between the public and private sectors. \$17.50*

HOW TO DO BUSINESS WITH THE STATES: A GUIDE FOR VENDORS, 4TH EDITION - *A must for those learning the first steps of doing business with state government. \$27.96*

These publications will be available at the 5th Annual State Purchasing Conference, Workshop and Product Exposition, which will be held February 26-28, 1996, at the Florida State Conference Center, Tallahassee. You may bring your purchase order, **issued to NASPO**, (FEID F611227864002) to the conference and pick up your publications. We will then forward the purchase orders to NASPO for billing to your agency. **Purchase orders issued to other than NASPO cannot be honored.** Personal checks, made payable to NASPO, will also be accepted. Purchase orders may also be sent directly to NASPO, however, a shipping charge will be added. No shipping or handling charges are incurred for those publications purchased at the conference.

Should you have questions regarding these publications, please contact my office at (904) 488-7303, Suncom 278-7303.

REMINDER - THE PRODUCT EXPOSITION WILL BE OPEN ON TUESDAY, FEBRUARY 27, 1:00 - 4:30 PM, FOR ALL STATE EMPLOYEES.



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