



DEPARTMENT OF MANAGEMENT
SERVICES

4050 Esplanade Way • Tallahassee, Florida 32399-0950


LAWTON CHILES, GOVERNOR

WILLIAM H. LINDNER, SECRETARY

June 10, 1998

MEMORANDUM NO: 20-(98-99)

TO: Agency Addressed

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

SUBJECT: Discontinuance of Hard Copies of State Term Contracts

Effective January 1, 1998, the Division of Purchasing started providing the ability for state contract documents to be electronically downloaded and printed by the user.

Beginning July 1, 1998, the Division of Purchasing will no longer disseminate contract documents in paper form.

If you wish to print a copy of any state contract, you can do so by accessing the Complete Contract file on each contract index page under Purchasing Direct on the Internet. Notices of new contracts and revisions will be posted under the "Message of the Day" on the State Contract Menu; therefore, you should check these messages at least weekly.

Any questions or problems should be directed to Ken Gay, (850) 922-4945, Suncom 292-4945.

GCB/kg