

January 11, 2010

~~Mrs. Rosalyn Moore-Boyd~~  
~~Motor Pool~~  
~~CAMPUS~~

Re: Renewal or Re-bid Request

~~Dear Mrs. Moore-Boyd:~~

Your current agreement/contract(s) listed below will expire this fiscal year on June 30, 2010.

~~State Fleet Contract Fuel Card/Fuel Trac Maintenance Contract – Renewal~~

If you desire to exercise your option to renew or re-bid, you are required to submit a purchase requisition to the Purchasing Department. When preparing the purchase requisition, indicate if the contract is a renewal or re-bid. Specifications for re-bid requests should be attached to the purchase requisition.

If you do not desire to renew and want to discontinue an existing contract or agreement, you are required to submit a letter stating the reason for your decision.

When a purchase requisition has multiple funding codes, each department head and/or director must sign the purchase requisition confirming the authority to expend from the account.

Purchase Requisitions for Renewal and/or Re-Bid should be received in the Purchasing Department by Monday, February 10, 2010. **This date cannot be extended.**

If you have any questions or need any other information, please contact Mrs. Mary Jane Spruel at 771-4580.

Your cooperation is appreciated.

Sincerely,

Linda A. Antoine  
Director of Purchasing