DATE: April 24, 2003

TO: All State Agency Personnel

FROM: Denise Lea
Director

RE: Printing Contracts - REP Process

In an effort to simplify the procedure for ordering contract printing items, we will discontinue the process of issuing an REP requisition for submittal to State Purchasing. Beginning July 1, 2003, agencies will issue orders directly to the contract vendors when purchasing items from the following contracts:

- Certificates, Licenses, Diplomas: Contract # 405377
- Flat Forms: Contract # 405381
- Custom Continuous Forms: Contract # 405382
- Custom Continuous Mailers: Contract # 405383
- Pamphlets & Books Larger than 6” x 9”: Contract # 405380
- Engraving & Embossing: Contract # 405378
- Election Printing: Contract # 405379
- Legal Printing: Contract # To Be Announced

- New contracts will replace the existing ones, effective July 1, 2003. The new contract numbers are shown above.

- Order forms specific to each contract will be available on our website.

- Agencies will use these forms as the authorization for the vendor to proceed with the job.

- Contract vendors will be advised not to accept an order without this form.

- Invoices will be issued directly to the agencies, and a confirming purchase order will be issued.

If you have any questions, please contact Llewellyn DeFoe at (225) 342-8043 or Donna Bourgoyne at (225) 342-8013.