



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE PURCHASING

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 03-15

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.

