Battelle
Pacific Northwest Laboratories

Project Number_____

Internal Distribution

Date June 17, 1983

To List II

From Bob Watts Bob Watts

Subject Procurement

Procurement volume has been consistently heavy to date in FY-1983. Historically the volume increases significantly as the year end approaches.

To best assure our ability to meet your critical year-end requirements, we recommend:

- Early advance planning with Procurement on your known and anticipated critical requirements -- please contact Jim Jacobsen or John Etchemendy (375-3932) or me (375-3601).

- Early release of your purchase requisitions with or without cost approval or authorization to make award. Without cost approval or authorization to make award, we can still process to the point of award and hold pending authorization to proceed. If authorization to proceed is not ultimately furnished, the requirement will be cancelled without any procurement charges.

Our desire is to provide timely and cost-effective Procurement support services. Your cooperation on the above will enhance our ability to provide the desired support.