Battelle
Pacific Northwest Laboratories

Project Number_____

Internal Distribution

Date July 23, 1984

To List II

From Bob Watts Bob Watts

Subject FY-1984 Year End Purchasing

Purchasing volume has been consistently heavy to date in FY-1984. Historically the volume increases significantly as the year end approaches and even with use of overtime and curtailed vacations, we have generally been unable to process all procurements to meet specified delivery requirements.

However, we expect the year end volume will be down somewhat this year because uncosted budget authority at year end carries over to the next fiscal year.

Regardless, to best assure our ability to meet your critical year-end requirements, we suggest:

- When you have program/project requirements with critical path/goal needs, identify them on the purchase requisitions and we will make every effort to give them priority attention.

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

- Early release of your purchase requisitions even 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 continuing objective is to provide timely and cost effective Procurement support services. Your cooperation on the above will enhance our ability to better meet your requirements.