

Discussion Main Topic Pearl Chan/CON/SFGOV Today 11:31 AM	Subject: FAMIS Purchasing Flash #30 - Add'l Approval Level for Document Cancellations & Change Orders Category: BB ADPICS Flash
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8/1/07

[Please note: This email was sent to everyone on the FAMIS Purchasing (ADPICS) FLASH distribution list. FAMIS Flash List recipients may want to forward this to all their FAMIS Accounting users in their departments.]

Hi Everyone,

During this time when two fiscal years are simultaneously open, everyone must take additional steps to insure that cancellations and changes of Purchasing documents are posted in the same fiscal year as the fiscal year of the original document. Therefore, the Controller's Office has temporarily added an additional approval level for all FAMIS Purchasing (ADPICS) document cancellations and change orders. We have designated Controller's staff approvers who will review the cancellations and change orders. This change will be effective from July 27, 2007 through August 22, 2007.

If you have any questions, please call Annette Reardon at 415-554-7880.

*For future reference, this flash will be posted on the Controller's FAMIS intranet site:
<http://www.sfgov.org/site/intranet/?id=34719#pflash>*

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