

Discussion

Main Topic

Pearl Chan/CON/SFGOV
Today 10:42 AM

Subject: FAMIS Purchasing Flash #31 - Add'l Approval Level for Standard PO's

Category: BB ADPICS Flash

8/2/07

Hi Everyone,

There is an additional issue during this time when two fiscal years are open. Standard Purchase Orders (PO) effective dates MUST match the Requisition (REQ) effective date. The Controller's Office will add an additional approval level for PO/PO's temporarily from 8/1/07 - 8/22/07.

For the next three weeks, all PO/PO's will go to the approval box FYCHECK level 700. No less than four times a day, documents in the FYCHECK level 700 box will be reviewed, the effective date corrected, if necessary, and posted. If you have a document that needs to be cleared sooner than that, please call Annette Reardon at 415-554-7880.

If you have any other questions, please call Annette Reardon.

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

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