



MEMORANDUM

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager
Bureau of Communication and Computer Services

DATE: January 11, 2000

SUBJECT: Fax Equipment Purchases

Effective immediately, agencies may purchase fax equipment up to the small purchase threshold, currently \$25,000, without CMS review or approval. Agencies will, however, still be required to work with the Division of Telecommunications to issue Invitations for Bids for fax equipment purchases exceeding this amount.

We strongly encourage agencies to obtain informal bids when procuring equipment in any dollar amount.

If you have any questions regarding fax purchasing procedures or need assistance developing bid specifications, please do not hesitate to contact your CSS.

FC:dw