

## TELECOMMUNICATIONS BULLETIN

Date  
CMS 04-21

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From:

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### Cutoff Dates for FY 04 Telecommunications Service Orders

This bulletin is a reminder of the upcoming cutoff dates for all Telecommunications orders to be processed in FY04. If your request is received by Central Management Services (CMS) on or before the designated date, your order should be processed and billed in FY04. **TSRs must clearly state that the work should be billed in FY04.**

The categories listed below require different processing procedures and paperwork and, as a result, require different time intervals. Procurements that involve third party input for completion (CMS Contract Administration, vendors for bid, etc.) therefore require additional processing time.

Adherence to the following dates will allow sufficient lead time to permit proper review and processing of requests. Please notify your staff of the deadlines.

The FY 04 cutoff dates are:

- **May 17** - Requests for large office moves or new locations (over 30 stations).
- **May 31** - Requests for small systems or system upgrades.
- **May 31** - Routine orders for move, add, and change (MAC) work.

If you have any questions or are aware of FY04 projects that may be a problem, please call your agency's Communications Systems Specialist (CSS) or Stan Leach of Voice Procurement at (217) 557-9953.

**For more information...**  
visit our website at  
[www.state.il.us/cms/telecom](http://www.state.il.us/cms/telecom)