

TO: Telecommunications Coordinators

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

DATE: April 23, 1999

SUBJECT: FY99 Order Cutoff Dates

This letter is a reminder of the upcoming cutoff dates for orders to be processed in FY99. The dates established below apply to all FY99 telecommunications orders. If your request is received by Central Management Services (CMS) on or before the proper date, your order should be processed and billed in FY99. **TSRs must clearly state that the work should be billed in FY99.**

The categories listed below require different processing procedures and paperwork and, as a result, have different intervals. Procurements that require the most time to process are the ones that are sent to third parties for input and completion, (i.e. CMS Contract Administration, vendors for bid, etc.).

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 cutoff dates are:

- Requests for large office moves or new locations (over 30 stations) – **May 3**
- Requests for small systems or system upgrades – **May 14**
- Routine orders for move, add, and change (MAC) work – **June 1**

If you have any questions regarding this letter or are aware of FY99 projects that may be a problem, please call your agency's Communications Systems Specialist (CSS) or Theresa Starling of CMS Voice Order Processing at (217) 782-1223.

FC:dw