

FY-2003 REQUISITIONS

The DOL-W seeks to help you to meet your agency's logistical needs and will make every effort to process or issue all your requisitions in a timely manner and, in particular, to obligate all expiring funds by year-end. Requisitions (DD Form 1262) must have appropriate fund code certified by a fiscal officer (signature card must be on file with DOL-W). Any requisition received after the designated planning date should include a written statement on the impact to your agencies mission if the requisition is not issued during FY-2003. Customers are reminded that their first source of supply for administrative supplies under \$2,500 are the DOL-W's operated Self Service Supply Centers (SSSC). Please refer to the DOL-W web page for the location of the SSSC near your location at:
<http://dol.hqda.pentagon.mil/services/sssc.htm>.

In order to process your stock order requisitions for FY-2003, and to ensure your requisition is processed, the below planning dates have been established for receipt of your requisitions:

<u>CATEGORY</u>	<u>PLANNING DATES</u>
- *Stock Order Requisitions for supplies and equipment.	25 SEPTEMBER
- Self Service requirements under \$2,500 can be purchased at DOL-W SSSC's.	30 SEPTEMBER

* To insure FY 03 funding, all stock record requisitions must be in the possession of the DOL-W Data Conversion and File Section not later than 10:00 AM Thursday 25 September 2003. Only emergency requisitions for items immediately available for issue will be honored after 10:00 AM 25 September 2003 through 29 September 2003. These requisitions must be coordinated through and authorized by the DOL-W Stock Record Accountable Officer at 703-805-2844. No requisitions can be processed using FY 03 funds after COB 29 September 2003.