



**Wisconsin Department of Corrections  
Bureau of Correctional Enterprises**

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March 8, 2010

Dear Customer,

The end of the fiscal year is fast approaching, and to prevent confusion and invoicing problems, we ask that customers plan their ordering according to the following guidelines.

**Note: DOA State Controller's Office advises BSI against invoicing orders prior to delivery.**

Please use purchase orders whenever possible so monies are encumbered. This will ensure that your product will be included in FY 10 monies if the product is not delivered and invoiced by the end of the fiscal year (June 30, 2010).

In general, it is best to order as early as possible. Our lead times are guidelines that are used during our normal business cycle. Fiscal year-end orders increase during May as departments spend down their budgets. Orders placed by April 16th have the best chance of delivery before June 30<sup>th</sup> but are not guaranteed.

If you use a P-card (credit card), orders should be placed according to product lead times and refer to the April 30<sup>th</sup> order placement date for best chance of delivery and invoicing before June 18<sup>th</sup>, 2010.

Finally, as in past years, there will be no deliveries scheduled for the week of June 28 due to end of the fiscal year inventory at all of our facilities, including our Distribution Center and the Waupun Central Warehouse. Every effort will be made to ship as much as possible before this date.

Sincerely,

Michael Currie  
Operations Manager

Please direct any questions to Michael Currie, Operations Manager at 608.240.5214.