April 17, 2012

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 12 carry forward spending authority if the product is not delivered by Friday June 15, 2012 and invoiced by the end of the fiscal year (June 30, 2012).

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 dramatically during May as departments spend down their budgets. Orders placed by April 20th have the best chance of delivery before June 15th 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 20th order placement date for best chance of delivery and invoicing before June 15th, 2012.

Finally, as in past years, there will be no warehouse deliveries scheduled for the week of June 25 due to end of the fiscal year inventory at all of our facilities. Every effort will be made to ship as much as possible before this date.

Sincerely,

Bernie Spiegel
Prison Industries Director

Please direct any questions to Bernie Spiegel, Prison Industries Director at 608-240-5221.