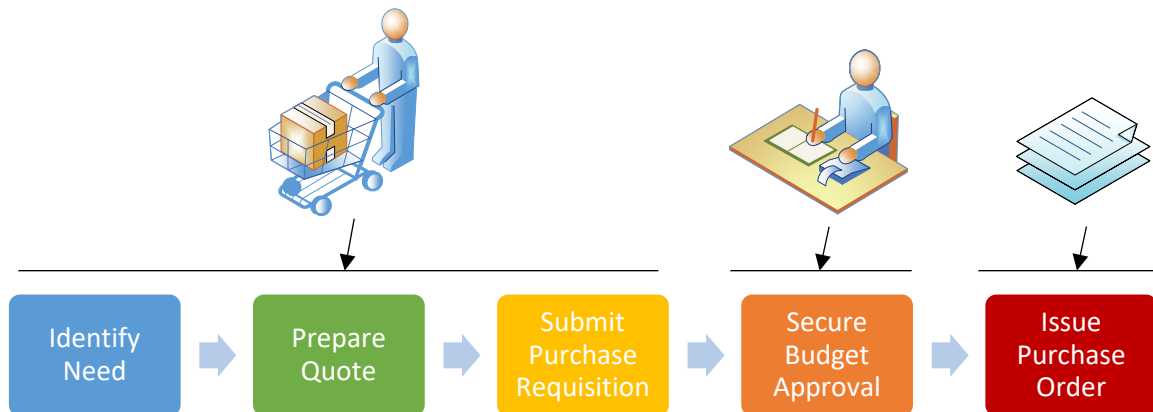


An Important Message from Information Technology Services

Subject: Ordering of Service Assets

Year-end is March 31st. Have you ordered all the technical services assets (computers, laptops, etc.) you planned to purchase this fiscal? If not, there is still time. Please contact our [Request Fulfillment Coordinator](#) without delay.

Process for Issuing a Purchase Order for Technical Service Assets (Simplified Version)



IMPORTANT: This fiscal's deadline to issue a purchase order for technical service assets is January 31st. Note that purchase orders issued late (after the January 31st deadline) likely will not arrive before year-end (March 31st) and will therefore need to be paid out of next year's (2019/2020) budget.

Questions? Concerns? Please contact [Tanya Goncalves](#), Manager of Technology Support, at X4569 before the January 31st deadline.