


ADMINISTRATIVE CIRCULAR

COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

04-2

Number

Subject: Availability – Commonwealth Telephone Directory	Date: September 2, 2004
By Direction Of:  Donald T. Cunningham, Jr., Secretary of General Services	Expiration Date: September 2, 2005

The July 2004 issue of the Commonwealth Telephone Directory is now available for sale. Employees utilizing the Commonwealth's centralized exchange E-mail system are encouraged to use Outlook to obtain up-to-date telephone and address information regarding Commonwealth employees. Additionally, employees who use the directory infrequently and have access to the internet are encouraged to access the on-line version of the directory. The on-line version can be found under "Quick Links" on the Department of General Services' website at www.dgs.state.pa.us.

Agencies should query their employees to determine actual demand for the printed versions of the directory prior to placing an order.

This edition of the directory is printed on recycled paper and recipients are encouraged to recycle prior editions in accordance with the Commonwealth's recycling policy.

ORDERS FOR STATE AGENCIES

Agencies authorized by the Department of General Services should order via the SAP Purchasing Subsystem.

Agencies not authorized to use SAP should prepare Forms STD-174, Supplies and Forms Encumbrance (SE), to order the directory from the Commodity Distribution Center.

COMMODITY CODE	DESCRIPTION	UNIT OF ISSUE	COST
SAP – 131065	Directory, Commonwealth Telephone	Each	\$.98

