



**Department of General Services
Procurement Division**

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TO: PAC, PCO, State and Local Agencies and Departments

RE: Stoppage of Printing DGS Procurement Invoices

The purpose of this Broadcast Bulletin is to notify state departments, agencies and other stakeholders that in accordance with Executive Order [B-18-12](#) the DGS will no longer mail out hard copies of procurement invoices. This new policy will take effect April 1, 2013. These invoices are viewable electronically through the Office of Fiscal Services [Online Services](#) website. If you need a username and password please contact the DGS Office of Fiscal Services by E-mail: SRFFiscalServices@dgs.ca.gov. Invoices remain available for 90 days.

To access the Procurement Division PIN invoices:

<http://www.dgs.ca.gov/ofs/Forms.aspx>

If you have questions regarding invoices please contact:

DGS Procurement at:
916-375-2010
pdinvoicequestions@dgs.ca.gov