MEMORANDUM

DATE: January 25, 2002

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: 2002-013

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers
Personnel Officers

FROM: Department of Personnel Administration
Labor Relations Division

SUBJECT: Purchase Order (Std. 67) for Collective Bargaining Contract - Unit 7

CONTACT: Nancy Rogers, Staff Personnel Management Analyst
(916) 324-0483
FAX: (916) 322-0765
Email: NancyRogers@dpa.ca.gov

Departments were previously contacted and asked how many copies of the Unit 7 contract they would be ordering (refer to PML 2002-003). Based on the orders received, the Office of State Publishing (OSP) will print and distribute the Unit 7 contract at a cost of $5.85 per copy.

Departments are expected to order at least the number of copies they indicated in the preorder process. Appropriate shipping and handling charges will be added to the total cost of your order by OSP. Shipping/handling charges can be avoided if the contracts are delivered via Interagency Mail Service (IMS).

To order Unit 7 contracts, complete the Std. Form 67 as for any other OSP order except enter 51495 in Box 19. In addition, include the following information, if applicable:

"Ship via IMS" - Enter the IMS address for delivery.

The Std. Form 67 must be submitted no later than March 15, 2002 to:
Department of Personnel Administration, 1515 S Street, North Building, Suite 400, Sacramento, CA 95814, Attention: Nancy Rogers.
You will be provided with instructions on how to order other bargaining unit contracts as they become available. Should you have questions regarding the information contained in this PML, please contact Nancy Rogers.

Gloria Moore Andrews
Chief of Labor Relations