

MEMORANDUM

PERSONNEL MANAGEMENT LIAISONS

DATE: March 21, 1994
Reference Code: 94-17

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

ALL PERSONNEL OFFICERS AND SERVICE AWARD
COORDINATORS

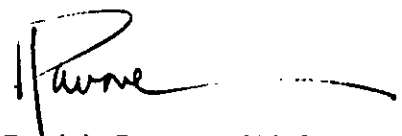
FROM: Department of Personnel Administration

SUBJECT: State Employee Service Award Direct Purchase Program

The State Employee Service Award Direct Purchase Program, which was originally scheduled to expire on December 31, 1993, has been extended indefinitely.

This direct purchase program allows employees with 25 years or more of State service and retirees with 25 years or more of State service as of their retirement date to purchase mementos directly from the contractor, Jostens, at their own expense. Eligible employees may have the awards charged to their Visa/Master Card or paid by money order and delivered to their home address. Interested employees can place their orders by calling Jostens at 1-800-582-0918.

Specific ordering questions from individual employees should be directed to Jostens at 1-800-582-0918. Questions from department personnel office staff regarding the contract should be directed to Rhonda Wilson, Office of Procurement, DGS, at (916) 323-2223/Calnet 473-2223 while policy questions should be directed to Terri Yee of my staff at (916) 324-0533/Calnet 454-0533.



Patricia Pavone, Chief
Benefits and Training Division