

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS                      DATE: September 19, 1995  
REFERENCE CODE: 95-044

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Transactions Supervisors, Personnel Officers, and Departmental  
Training Officers

FROM: Department of Personnel Administration  
Benefits and Training Division

SUBJECT: Price Change for Brochure


CONTACT: Teresita Madani, Office Manager  
(916) 322-5070, CALNET 492-5070  
Office Vision: DPA (TQMadani)  
Internet: TQMADANI@SMTP.DPA.CA.GOV

Due to increased printing costs, effective October 1, 1995, the Savings Plus Program (SPP) brochure, "Stake a Claim for Your Future," will increase in price as follows:

If mailed to your department:            \$20 per package of 20  
If picked up by your department:        \$16 per package of 20

For requests totaling \$100 or more, please complete a Purchase Order and forward it to the SPP. For requests totaling less than \$100, submit a written request to the SPP along with a State Revolving Check made payable to the Department of Personnel Administration.

When requesting brochures for pick-up, please call the SPP office at least 24 hours in advance of your pick-up date. Questions regarding this should be directed to Teresita Madani, Office Manager at (916) 322-5070 or Calnet 492-5070.

  
Patricia Pavone, Chief  
Benefits and Training Division