

MEMORANDUM

DATE: June 14, 2002  
TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 2002-036

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 Contracts - Units  
1, 3, 4, 11, 15 and 21

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 above contracts they would be ordering. Based on the orders received, the Office of State Publishing (OSP) will print and distribute the above-mentioned contracts at the following cost per copy:

		Estimate Number
Unit 1	\$5.12	55096
Unit 3	\$4.14	55097
Unit 4	\$3.76	55094
Unit 11	\$3.98	55187
Unit 15	\$4.31	55091
Unit 21	\$2.83	55226

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).

Complete a Std. Form 67 for **each** contract you wish to order. Enter the appropriate estimate number (shown above) in Box 19. In addition, include the following information, if applicable:

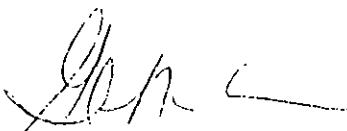
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"Ship via IMS" - Enter the IMS address for delivery.

The Std. Forms 67 must be submitted **no later than June 28, 2002** to:

Department of Personnel Administration  
1515 S Street, North Building, Suite 400  
Sacramento, CA 95814  
Attention: Nancy Rogers

Should you have any questions regarding the information contained in this PML, please contact Nancy Rogers.



Gloria Moore Andrews  
Chief of Labor Relations