

MEMORANDUM

STATE OF ALASKA

Department of Military and Veterans Affairs Administrative Services Division

TO: See Distribution

DATE: March 31, 2006

//signed//

FROM: John Cramer
Director

SUBJECT: Change 2 to DMVA Standard
Operating Procedures – Chapter 18
Procurement and Property Management

Please make the following changes to DMVA SOP Chapter 18 Procurement and Property Management

Pen and Ink Changes:

Page 32, 4th paragraph line 1 - Insert the word “Agreement” after the word Purchasing

Page 33 - Before paragraph that begins with RESPONSIBILITIES insert the words “Property Accounting and Control General Guidelines”

Page Changes:

Remove Attachment 1 DMVA Delegation Form 1105

Insert Attachment 1 DMVA Delegation Form 1105 Revised and Attachment 1a

This change is effective immediately. Questions should be addressed to Mark Ford, DMVA/DAS, 428-6026.

2 Attachments

Revised DMVA Delegation Form 1105

Attachment 1a

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