

MEMORANDUM

STATE OF ALASKA

Department of Military and Veterans Affairs Division of Administrative Services

TO: See Distribution

DATE: January 10, 2008

//signed//

FROM: John Cramer
Director

SUBJECT: Change 3 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 16, 4th paragraph “Level 1 Procurements” line 2 - Change the words “Purchasing Card (P Card)” to read “One Card”

Page 16, 5th paragraph line 2 – Insert the words “Level I” before the word “Small”

Page 16, 5th paragraph line 3 – After the last word (Manual) insert the following web address:
<http://www.state.ak.us/admin/dgs/pdf/Level1ProcurementManual.pdf>

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