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September 11, 2006

INFORMATIONAL CIRCULAR NO. 6192

TO: Department Heads/Section Heads

FROM: Hospital Administrator/CEO

SUBJECT: Contract Renewals

We are nearing the end of the Fiscal Year FY06. As you know, Material Management Department is continuing to support your urgent needs. "AS A REMINDER", Department Administrators, Managers and Supervisors, contract renewals ending September 30, 2006 need to be submitted NLT September 22, 2006, along with the necessary documents. We would like to process these requisition as a "PRIORITY" when Materials Management open for the new Fiscal Year.

If you have any questions, please contact Mr. John Reyes at Materials Management at 647-2362.

PETERJOHN D. CAMACHO, MPH

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