

NEW YORK STATE
OFFICE OF GENERAL SERVICES
PROCUREMENT SERVICES GROUP
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

NUMBER: CL-415

DATE: February 21, 2001

SUBJECT: URGENT NOTICE!
VALID AUTHORIZED
CONTRACT USERS

PLEASE ADDRESS INQUIRIES TO:

Office of General Services
Procurement Services Group
Customer Services Unit
Tel. 518-474-6717
Fax 518-474-2437
customer.services@ogs.state.ny.us

TO: All Contractors

The Office of General Services (OGS) Procurement Services Group (PSG) has recently been contacted by a contractor's reseller in the area of technology and informed that persons representing themselves as being affiliated with a Lutheran College in Brooklyn, New York (an institution whose existence we have been unable to confirm) have attempted to purchase computers. It appears they may have attempted this purchase without making valid payment.

The OGS Procurement Services Group reminds all of our contractors and authorized resellers to ensure that a potential unfamiliar purchaser is offering valid payment terms and demonstrates credit worthiness prior to delivery. Also, the OGS Procurement Services Group encourages contractors and resellers to verify the eligibility of unfamiliar potential customers by requesting documentation from them certifying eligibility to use State contracts.

Please contact the OGS PSG Customer Services Office with any questions about potential authorized contract users.

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