

New York State Office Of General Services  
Procurement Services Group  
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## **PURCHASING MEMORANDUM**

### **GENERAL INFORMATION BULLETIN**

**NUMBER:** CL-774

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**PLEASE ADDRESS INQUIRIES TO:**

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**SUBJECT:** Fuels: Short ordering and expansion of window for receipt of deliveries

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

In order to maximize the efforts of our fuels contractors as they attempt to come back from the most recent emergency we are requesting that all agencies and other authorized users avoid short ordering in an attempt to top off your fuel tanks. Also please consider expanding the hours in which you can accept deliveries. Notify your suppliers if these hours can be expanded. The fuel companies are working feverously to catch up with back orders now that product is beginning to be made available to them.

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