MEMORANDUM FOR: ALL BRANCH MANAGERS, DIVISION CHIEFS, SECTION HEADS, UNIT COORDINATORS

In compliance with accounting and auditing rules and regulations stipulating that all government printing requirements, except those accountable and standard forms which are exclusively under the jurisdiction of the National Printing Office, shall be subject to public bidding to avoid the price most economical to the Administration and in line with the government's policy of transparency in all its transactions, all units are hereon instructed to forward their respective requests for printing services to the General Services and Property Division two (2) months before the projected time. These are needed to allow the GSPD to make the necessary arrangements for public bidding.

Moreover, complying with this regulation will prevent the usual practice of forwarding to GSPD printing requests within a short notice. Consequently, we will be able to avoid emergency printing, a practice which is disadvantageous to the government.

For your information and guidance.

[Signature]
Deputy Administrator

17 December 1990
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