

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
NATIONAL BUSINESS CENTER  
DENVER FEDERAL CENTER, BUILDING 50  
P.O. BOX 25047  
DENVER, COLORADO 80225-0047

In Reply Refer To:  
1103 (BC-650)

October 2, 1997

Information Bulletin No. BC-98-002

To: All Washington Office, Denver National Centers, and Field Uniform Coordinators

From: Group Administrator, NBC Denver Center Support Service Group

Subject: FY97 Backorder Obligations

Attached is a copy of the document face sheet(s) showing the FY97 backorder obligations for your Office, Center, or State. Included with the Document Face Sheet(s) is the supporting FY97 Year-End Unshipped Order Report provided by the contractor, Lion Apparel. This fiscal year-end report is used to determine the backorder financial obligations for each administrative office. The report may be filed or distributed to the appropriate party/office that may need to know the dollar amount of orders that were placed in FY97, but will be shipped in FY98 using FY97 funds.

This year's report contained backorders without fund code information. This occurred because the order was placed with Lion Apparel using a government credit card. These backorders are also on the Document Face Sheets with a line drawn through those items without the Cost Construction information. Finance could not enter the obligation without the cost information. The procedures to handle bank card obligations were detailed in Instruction Memorandum No. BC-97-036.

If you have any questions contact Robert Pinkney at (303) 236-9420 or on GroupWise (bpinkney).

2 Attachments

- 1 - FY97 Year End Unshipped Order Report (various pages)
- 1 - Document Face Sheet (various pages)

Distribution

WO-850, LS, Rm 1075  
BC-630, Julie O'Neill  
BC-610, Lisa Dehn  
RS-150A, BLM Library  
NI-101, Margaret McGinnis

Distribution

BC-650  
RS-150A, BLM Library  
NI-101

BC-650B:SHENDREN:ljl:9/17/97:6-6458:FY97REQ.DD