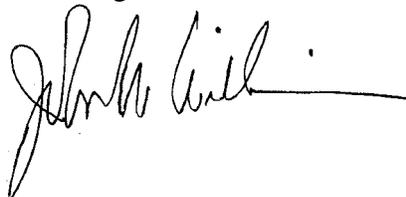


For: FAS, FSA, and RMA Offices

Purchasing Daymax Planners

Approved by: Deputy Administrator, Management



1 Purchase of Daymax Planners

A Purpose

This notice establishes policy for purchasing Daymax planners.

B Contact

If there are any questions, contact Scott Cook, MSD, Acquisition Management Branch, at 202-720-7349.

C Action

FSA Contracting Officers and purchase card holders must purchase supplies and services from mandatory sources if the supplies and services meet agency needs. JWOD is the mandatory source for planners and refills.

Only Daymax (JWOD brand) planners and refills may be purchased at the Government's expense. Individuals who wish to purchase other brands of planners and refills may do so at their own expense. JWOD planners and refills can be viewed at www.daymax.com.

Refills for Franklin Covey, Roadrunner, and Daytimer cannot be purchased at the Government's expense. Purchase card holders have been notified that purchasing any planners other than those provided by Daymax will result in:

- suspension of the purchase card for the first offense
- cancellation of the purchase card for a second violation.

Disposal Date October 1, 2005	Distribution All FAS, FSA, and RMA Offices; State Offices relay to County Offices
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