
From: UGAmart <lizlem@uga.edu>
Sent: Thursday, April 19, 2012 10:52 AM
Subject: FY 2013 Renewal Procedures

This announcement is being sent to all active Approvers and Requisitioners.

As we are ending Fiscal Year 2012 and planning for Fiscal Year 2013, the Procurement Office has made available two sets of instructions for renewing agreements for FY 13:

[Renewal Instructions for Leases \(Copiers\)](#)

[Renewal Instructions for Non-Leases](#)

These instructions are also posted to the UGAmart Home/Shop page for future reference.

For questions regarding these renewal procedures, please contact the appropriate Buyer who handles that commodity.