



# *The County of El Dorado*

## *Chief Administrative Office*

*Gayle Erbe-Hamlin, Chief Administrative Officer*

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### *Procurement & Contracts Division*

*Bonnie H. Rich, Manager of Procurement & Contracts*

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To: Rusty Dupray, Chair, District I  
Helen Baumann, District II  
James R. Sweeney, District III  
Ron Briggs, District IV  
Norma Santiago, District V

Cc: Gayle Erbe-Hamlin, Chief Administrative Officer

From: Bonnie H. Rich, Manager of Procurement and Contracts

Re: Fourth Quarter Procurement Activity Reporting Documents Fiscal Year 07/08

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The summary report that details the fourth quarter of procurement activity for fiscal year 2007/2008 will be scheduled for the October 14, 2008 Board meeting as required by the new purchasing ordinance and procurement policy adopted on September 12, 2006.

The comprehensive report that covers the period of April 1, 2008 through June 30, 2008 is available on the Procurement and Contracts Division's internet web site and is available for public perusal at any time. The reports contain the same basic information on purchase orders and contracts issued that were reported in previous quarters.

If you have any questions or concerns regarding the content or format of the reports prior to the Board meeting, please contact me at extension 5940 or via e-mail at [brich@co.el-dorado.ca.us](mailto:brich@co.el-dorado.ca.us) so that I can research any questions and bring additional information to the Board meeting for discussion if necessary.

Thank you.