

Administrative Circular

Commonwealth of Pennsylvania
Governor's Office

11-13
Number

Subject: Availability – 2011 Commonwealth Telephone Directory	Date: September 21, 2011
By Direction of:  Sheri Phillips, Secretary of General Services	Expiration Date: September 21, 2012
Contact Agency: Department of General Services, Bureau of Supplies and Surplus Operations, Telephone (717) 525-5812	

The 2011 issue of the Commonwealth Telephone Directory is now available. Employees with access to the Commonwealth's centralized e-mail system are encouraged to use Microsoft Outlook to obtain up-to-date telephone and address information for Commonwealth employees. Additionally, employees who use the directory infrequently and have access to the Internet are encouraged to access the on-line version available on the Department of General Services' website at http://www.portal.state.pa.us/portal/server.pt/community/telephone_directory/1295.

Agencies should query their employees to determine actual demand for the printed version of the phonebook prior to placing an order. In so doing, agencies should stress that accessing the telephone directory electronically is both the fiscally prudent and environmentally friendly thing to do. The online version is updated quarterly providing users with the most current information.

This edition of the directory is printed on recycled paper. Recipients should recycle prior editions in accordance with the Commonwealth's recycling policy.

ORDERS FOR STATE AGENCIES

State agencies should order via the SRM purchasing system using the "COPA INTERNAL ECATALOG DGS – 1500." When ordering using SRM shopping carts, please make sure the Ship-to address is correct.

Agencies without access to the SRM purchasing system should prepare Form STD-174, Supplies and Forms Encumbrance (SE), to order the directory from the Commodity Distribution Center.

Additional questions regarding ordering should be directed to the Department of General Services, Bureau of Supplies and Surplus Operations at (717) 525-5812 or (717) 525-5810.

COMMODITY CODE	DESCRIPTION	UNIT OF ISSUE	COST
SAP 292962	Directory, Commonwealth Telephone	Each	\$2.16

ORDERS FOR PERSONAL OR PRIVATE USE

Copies for private or personal use may be obtained by any of the following methods:

- For single copy sales - \$3.50; Customers can visit the State Museum Store, in the State Museum, 300 North Street, Harrisburg – Wed-Fri 10-4, Saturday 11-4, Sunday 1-4.
- Order online at www.shoppaheritage.com.
- Mail order (form follows).

For additional information, please contact Sue Latin, PHMC at (717) 772-2839.

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2011 Commonwealth Telephone Directory

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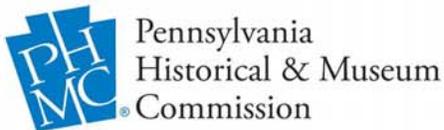
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