



Memorandum

#13-011

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: January 25, 2013

SUBJECT: Supplemental Breast Pump Ordering Opportunity

This memo announces a supplemental ordering opportunity for breast pumps. For this ordering opportunity, Local Agencies are encouraged to assess their current inventory against what was forecasted for FY 13. This ordering period is meant to assist areas that have experienced an unexpected increase in pump usage or that do not expect to have enough inventory to last through the end of the fiscal year. This is a supplemental ordering period – all orders are subject to change depending on funding availability.

All orders should be entered into the Breastfeeding Order System (BOS) at <http://texaswic.dshs.state.tx.us:4554> by the close of business **February 15, 2013 with no exceptions**. Once the ordering period closes, access to the ordering system will be restricted to reviewing order history and reconciling orders.

Please remember that with the addition of the online receiving report, local agencies are to complete both the online receiving report at <http://texaswic.dshs.state.tx.us:4554/> **and** the paper-based receiving report (included with received goods) within three (3) business days.

The next ordering opportunity is scheduled for September 2013.

If you have questions, please contact Cristina Garcia at 512-341-4583 or Cristina.Garcia@dshs.state.tx.us, or Tracy Erickson at 512-341-4521 or Tracy.Erickson@dshs.state.tx.us.