



Memorandum

13-055

TO: WIC Local Agency Directors

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

DATE: May 22, 2013

SUBJECT: Breast Pump Ordering Opportunity

This memo announces an ordering opportunity for breast pumps. Because the State Agency is currently waiting for final approval for funding availability for this order, all orders are subject to change.

This ordering period is meant to assist areas that 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. Please note that orders may be adjusted depending on funding availability. If your Local Agency (LA) receives less than ordered, it may be due to this adjustment.

All orders should be entered into the Breastfeeding Order System (BOS), on the Texas WICStaff web site at <http://texaswic.dshs.state.tx.us:4554> by COB **Friday, June 14th** – *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, LAs 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 business days.

The next ordering opportunity is scheduled for **September 2013**.

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