



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
PURCHASE BUREAU
P.O. Box 230
TRENTON, NEW JERSEY 08625-0230

JON S. CORZINE
Governor

R. DAVID ROUSSEAU
State Treasurer

METHOD OF OPERATION-SPECIAL NOTICE

T-0038

SOLICITATION #05-X-36337

BILLING ERROR-FUEL SURCHARGE

TO: All Using Agencies and Cooperative
Purchasing Participants

DATE: 08/04/08

FROM: Alan Krupa, Senior Buyer,
Purchase Bureau

SUBJECT: Paper, Copier Recycled Stock

Contract #61044 Paper Mart Inc.

Paper Mart Inc. inadvertently included a "Fuel/Energy Surcharge" on invoices under this contract issued on or about the week of July 14, 2008. This charge was an error and is not allowable as per the contract terms.

This additional charge should be crossed off of any invoice and be disregarded. If this charge was already paid a refund should be requested from Paper Mart Inc. in writing.

If there are any problems/issues with this please contact Alan Krupa at the Purchase Bureau at 609-292-0923 or via email at alan.krupa@treas.state.nj.us

Please keep a copy of this Special Notice with your records for future reference