DEVELOPMENT AND PUBLIC SAFETY AGENCY
INTEROFFICE MEMORANDUM

FULTON COUNTY

TO: Bill Long, Purchasing Department

FROM: LaTonya Teasley, Fire Department

DATE: March 26, 2009

SUBJECT: **Written Quote Cancellations – Firefighting Boots and Office Supplies & Office Furniture**

Please cancel the written quotes for **Structural Firefighting Boots (08DM64797YC)** and **Office Supplies and Office Furniture (09CR66198C)**.

At this time, we will not be ordering any Firefighting Boots and do not have the funds to establish a service contract for Office Supplies and Office Furniture.

If you have any questions, please call me at 404-612-5722. Thanks for your attention to this matter.

NR/lt

cc: Natalie Riggs, Chief Administrative Officer
Reginald Smith, Admin. Coordinator II