



Memorandum

#09-164

TO: Regional Medical Directors for
Health Service Regions 4/5, 6 & 5 South, 9/10 and 11
WIC Local Agency Directors

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

DATE: December 4, 2009

SUBJECT: December 2009 Breast Pump Orders

On November 23, 2009, local agency directors should have received an email containing instructions about placing December 2009 Breast Pump Orders. If you did not receive the email or have not yet placed your order, please complete your order **no later than Friday, December 18, 2009** by using the following link:

<https://webds.dshs.state.tx.us/nebf/login/>

Please remember that the BPOS security system does not allow LA staff to place, revise, or view breast pump orders until after their director has assigned access rights to those individuals who use the system.

Once the December breast pump order has been placed, it is important for you to review it and confirm that the order has been successfully submitted. After the December ordering period closes, local agencies will not be able to adjust their order: there will be no exceptions. For this reason, LAs should ensure that their order is submitted correctly.

As a reminder, please complete and fax all *Breast Pump Receiving Reports* to (512) 341 - 4431 within 10 business days after pump shipments are received and accounted for.

The following chart shows the months that breast pump ordering opportunities are available as well as the months during which the deliveries will occur.

Electric and Manual Breast Pump and Collection Kit Order and Delivery Schedule				
Order Months All LAs will have the opportunity to order in:	September	December	March	June
Delivery Months (<i>subject to change</i>) Orders will be delivered to LAs the following:	November and December	February and March	May and June	August and September

If you have any questions, or require additional information, please contact Lindsey Randall at lindsey.randall@dshs.state.tx.us or 512-341-4594.

<http://www.dshs.state.tx.us>

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