



Memorandum

#13-084

TO: WIC Local Agency Directors

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

DATE: August 19, 2013

SUBJECT: Breast Pump Ordering Opportunity

This memo announces an ordering opportunity for breast pumps. The Breastfeeding Ordering System (BOS) will be open **August 19 – August 30, 2013**.

The budget for FY14 remains uncertain, but we anticipate the upcoming year will be similar to FY13 regarding ordering. Local Agencies (LAs) are advised to prepare accordingly by ordering enough inventory to last an entire year without restricting issuance. It may be necessary for LAs to use regular breastfeeding or lactation services funding for additional storage space for the inventory ordered.

For this ordering opportunity, forecasting should be based on the quantity of pumps/kits issued within the last 12 months. Please note that all orders are subject to adjustment due to funding availability. The BOS will reflect any adjustments. Refer to the quantities listed in the BOS when reconciling received inventory.

All orders must be entered by COB **Friday, August 30th with no exceptions**. Once the ordering period closes, access to the ordering system will be restricted to reviewing order history and reconciling orders. LAs can access the BOS at <http://texaswic.dshs.state.tx.us:4554>.

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

If you have any questions, or require additional information, please contact Lindsey Randall, Breast Pump Coordinator, Nutrition Education/Clinic Services Unit, at (512) 341-4594 or lindsey.randall@dshs.state.tx.us, or Tracy Erickson at 512-341-4521 or Tracy.Erickson@dshs.state.tx.us.