

National Aeronautics and Space Administration
NASA Shared Services Center
Stennis Space Center, MS 39529-6000
www.nasa.gov



Reply to Attn of: Office of Procurement

August 30, 2006

[REDACTED]

Attn: [REDACTED]

Subject: Contract/Purchase Order Number [REDACTED]

Dear [REDACTED]

As the NASA Shared Services Center (NSSC) prepares for the fiscal year-end (September 30, 2006) and NASA's Integrated Enterprise Management (IEM) Core Financial System shut-down, we are requesting your cooperation in submitting outstanding invoices for any supplies/work completed as soon as possible.

The IEM Core Financial System will be unavailable for an extended period of time due to the end of fiscal year shut down. That will result in our inability to process invoices from September 23rd through October 31, 2006. Therefore invoices must be received by September 22, 2006 in order to be paid this fiscal year.

Should you have any questions concerning this letter, please contact the NSSC Customer Contact Center at 1-877-NSSC123 (1-877-677-2123) or via email at: nssc-contactcenter@nasa.gov. The NSSC mailing address is:

NASA Shared Services Center
Attn: Office of Procurement -SP
Building 5100
Stennis Space Center, MS 39529

Sincerely,

A handwritten signature in cursive script that reads "Suzanne Honeycutt".

Suzanne Honeycutt
Contracting Officer