



# BUREAU OF CORRECTIONAL ENTERPRISES

Phone: (608) 240-5200 | Fax: (608) 240-3321 | [shopbce.com](http://shopbce.com)

February 2, 2022

RE: FURNITURE ORDER DEADLINE FOR P-CARDS

Dear Customer:

P-Card orders delivered after June 17, 2022 will be posted to State Fiscal Year 2022-23. Product lead times in most cases are 60-90 days; if you want your P-Card order billed to the current 2021-2022 fiscal year, you should consider placing your order by March 7, 2022.

This is due to a combination of BCE's standard fiscal year-end P-Card processing, coupled with the world-wide supply chain delays that dealers and manufacturers through the world are currently experiencing. BCE wants to do everything we can to ensure the products and raw materials are available in a timely fashion to fulfill your orders using this fiscal year's funds.

***BCE cannot invoice prior to product delivery.***

Quick ship orders need to be placed with the BCE sales team no later than June 3, 2022 to ensure billing by June 17, 2022.

Monitor Arms and Sit Stand units need to be placed with the BCE sales team no later than May 27, 2022 to ensure billing by June 17, 2022.

If you have any questions, please contact BCE Sales at (608) 240-5200 or contact your sales representative directly. **Please contact your agency's finance department concerning deadlines for purchase orders and direct payments.**

Sincerely,

BCE Management