



ILLINOIS

Rod R. Blagojevich, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Maureen T. O'Donnell, Acting Director

MEMORANDUM

TO: Agency Heads

FROM: Maureen O'Donnell
Acting Director

DATE: October 29, 2007

SUBJECT: Bottled Water

As Chief Procurement Officer, I am charged with continually seeking ways for the State of Illinois to reduce its expenditures. I am therefore requesting that all State agencies cease purchasing bottled water with State funds. This shall apply both to purchases of individual water bottles and larger bottles that are dispensed through water coolers. Please review your agreement with your water supplier and give them whatever notice may be required to terminate the agreement. The notification to vendors should be accomplished by no later than Friday, November 16th.

I know that many offices have established "water funds" that employees pay into to fund the purchase of bottled water. This notice shall have no effect on those water purchases that are funded by employees. I would encourage other offices that wish to continue to receive bottled water to consider forming their own "water funds" to fund such purchase.

cc: CFO
SPO