

OUTSIDE VENDOR ORDERS/DELIVERIES

TO: Principals/ Assist. Principals/ Secretaries/ Custodians

FROM: Johnny Valerio, Materials Center Supervisor

When doing outside orders, it is very important that all orders are requested to be delivered to the Materials Center. All orders need to be processed by our department prior to sending them to your school/department.

In your orders, please do not request for items to be delivered directly to your school site.

Our department will take care of sending all invoices to Accounts Payable.

Please inform Materials Center as quickly as possible if any ordered items have been sent directly to your school site.

Please feel free call me @ 2085 with any concerns or questions. Thank you.