

Intradistrict Communication

DATE: March 9, 2000

TO: District Administrators and Principals

FROM: D. Burke Jolley, Business Administrator
Richard E. Field, Director Purchasing/Warehousing

SUBJECT: Central Warehouse Return Policy

This memo is to clarify a policy that is already in place. Occasionally we have schools that order more than their needs require, after which, they request the Central Warehouse to take those items back. We are willing to do that, but any items older than one month will not be taken back into our warehouse. When returning items, the original pick ticket must accompany the return. Items that are not in their original packaging or broken packaging will not be accepted.

If you have any questions regarding this policy, please contact the Central Warehouse.