

Memo

To: ALL DEPARTMENTS
From: CENTRAL STORES
MIKE STRIPLIN - Ext. 1508
Date: MAY 22, 2009
Re: **CENTRAL STORES CUTOFF REMINDER**

Central Stores will be closed for the end of the year physical inventory June 22 - June 30, 2009. Orders received **AFTER** June 19 will be processed July 1 and charged to FY 2009-2010. Items that are on backorder for FY 2008-2009 will be delivered and billed when merchandise is received in FY 2009-2010.

Please get your orders to our office by June 19.

Do you have plenty of paper?

Printer cartridges?

Copier toner?

Computer supplies?