

MEMORANDUM

May 3, 2010

TO: All Sites

FROM: Patrick Perazzo, Warehouse Supervisor

SUBJECT: WAREHOUSE DELIVERY SCHEDULE 2010-2011 SCHOOL YEAR

Attached is your copy of the Warehouse Delivery Schedule for 2010-2011 School Year. Please copy and distribute as needed. This schedule will also be available on the Purchasing & Warehouse Department webpage.

All Fall Orders are due in the warehouse system by Monday, **June 21**. Please include "Fall Order" in the description field. Sites can begin keying in the "Fall Orders" anytime after May 28. These orders will be filled and delivered during the summer.

If you have any questions, please do not hesitate to call me at extension 3750.

Cc: Pete Pedersen, Assistant Superintendent, Administrative Services