



WENATCHEE SCHOOL DISTRICT
M&O / WAREHOUSE
RECEIVING EXCEPTION MEMO

Refer to MNO-P006

Date: \_\_\_\_\_

A package was received at the warehouse on \_\_\_\_\_ (date) from \_\_\_\_\_ (vendor)

addressed to \_\_\_\_\_ (recipient) at \_\_\_\_\_ (bldg/dept)

without a corresponding Purchase Order or procurement card transaction memo.

- Please provide Purchase Order information to Kathryn Marquis at marquis.k@mail.wsd.wednet.edu or transmit a procurement card transaction memo to release the package for delivery.
If this was a purchase made by personal funds for district reimbursement, please immediately transmit fax to 663-0244, or pony a signed copy of the district reimbursement form to Receiving.
If this is a purchase for personal use and delivered to the district warehouse, please contact Receiving at 387-6085 to arrange an appointment to pick up your package.

Please Note!
To provide best support, appointments are required for all visitors to the Warehouse. Call 387-6085 to schedule appointment.

White - Recipient

Pink - Principal/Director

Goldenrod - Business Office

Date: 30-Oct-07. Rev. A

Doc# MNO-F005

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