

Memorandum

To: All Staff Members
CC: Julie Williams
From: Stacy Rick
Date: 8/25/2011
Re: REMC Shipping Charges

When ordering items from a REMC vendor, be certain to refer to the last 3 pages in your purple REMC Supplies & Equipment Catalog for shipping charges. In the past we may have not paid shipping on any purchases, however, that is currently not the case. With most REMC vendors orders of \$50 or more receive free shipping. Recently, we have been reviewing a few orders that were under \$50 and noticed that occasionally the invoice ended up being over \$50 once the shipping charges were added in. It would have been nice to get some additional supplies as opposed to paying shipping charges. If your order is under \$50 and you feel you can wait a while before receiving the supplies, please indicate that on the requisition and we will do our best to combine orders. Thank you for your continued efforts to effectively utilize our school district's dollars.