

MEMO

To All Department Heads

From: Bookstore

Date: 1-31-85

Attached please find forms that you will use throughout the year for bookstore items obtained for interdepartmental use.

Fill-in the information, then call me if you wish to find the unit cost. Have the form signed by Michael Kermian and place it in my mail box.

Thank you for your cooperation.

DEPARTMENT _____

SUBMITTED BY _____

DATE _____

DATE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE	RECEIVED BY
				GRAND TOTAL PRICE	

APPROVED BY _____

TO BOOKKEEPER: Please charge the above amount to _____ department and credit to the Bookstore.

DEPARTMENT _____

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To: Department Managers

From: Michael M. Kermian

Date: January 7, 1986

Diocesan Department managers who wish to take out material from St. Vartan Bookstore for a special purpose (promotion, reviews, gifts, etc.) must complete the attached form, have it first approved by the Director responsible for the department and then submit to the Bookstore.

No material will be given out by the Bookstore manager without a validated requisition form.

I would appreciate your cooperation.



