



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Central Receiving Warehouse

Kirk Williams, Supervisor

139 East Park Street Soldotna, Alaska 99669-7553

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Memorandum

May 24, 2017

TO: All Schools
From: Kirk Williams, Warehouse Supervisor
Subject: Warehouse Deliveries/Closures

Due to inventory all stock orders must be entered and approved by 4:30 p.m. on June 9, 2017. The stock order system will reopen on or about June 16, 2017.

Pick up for surplus items need to be arranged by June 5th. We will restart the pickup of surplus property on September 1, 2017.

The Central Warehouse will be making weekly deliveries from August 7, 2017 through June 6, 2018 with the following exceptions.

September 4, 2017

November 23, 24, 2017

December 25, 2017 - January 5, 2018

January 15, 2018

March 12-16, 2018

April 20, 2018

May 28, 2018

Please take note of the exceptions and schedule your pick up/delivery needs accordingly.

Thanks.