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MEMO

TO: ALL ATS STAFF  
FROM: LORRELI [REDACTED] /MRO BUYER  
SUBJECT: PURCHASING GUIDELINES

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The memo and guideline given to you last week was not a "WHIM". It was put together after careful consideration and considerable thought on my part and several other Engineering, Manufacturing, and Purchasing supervisors. It has become apparent (since I continued to receive incomplete purchasing reqs) that this guideline was largely ignored, and or misunderstood.

If you do not understand the guidelines, please see me, and I will be glad to help with any questions you may have.

If you haven't read it, please take the 5-10 minutes it would take to do so.

In the future, incomplete requisitions will be returned before sourcing is even attempted. So if you don't understand something, please see me.

Thank You