

**BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS**

COMPANY PACKING SLIPS

All packages of educational books and materials must be checked in by the principal's office as to contents of material enclosed using the packing slip provided by the company.

Once checked in and initialed by the principal, the packing slip is to be sent to the Business Office. After the Business Office personnel logs in the packing slip, the payment will be made. **Unless a packing slip goes through this process, a bill will not be paid.**

AD-5
7/03