



2100 Silas Creek Parkway Winston-Salem, NC 27103 (336) 723-0371 www.forsythtech.edu

MEMORANDUM

TO:

CC: Wendy Emerson, VP Bus. Svcs./Melanie Nuckols, Dean Bus. Svcs.

FROM: Phil McClung, Director of Purchasing/Equipment

DATE:

SUBJECT: Unauthorized Purchase

It is my understanding you have already purchased and received the items/services on the attached requisition. Please submit requisitions ahead of time so that we can follow the policies of the College and produce an authorized Purchase Order. Also, please make sure you have all the required signatures and correct budget code.

Should you have an emergency or pressing need, let us know and we will respond promptly. I have forwarded your requisition to Accounts Payable for processing.