

**Date: Aug 1, 2023**

**To: Sales Team**

**From: Angela Monette T. Natividad**  
**VP-Operations**

**Re: Requesting Supplies Cut off**

**Cc: MIS, Finance & HR**

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Greetings!

To eliminate running out of supplies and to avoid rush requests, starting Aug 8, 2023, the request for store and office supplies in RPS will be every 15<sup>th</sup> of the month. Please see the cut off dates below;

- August 15 for September supplies
- September 15 for October supplies
- October 15 for November supplies
- November 15 for December supplies
- December 15 for January supplies

For your information and guidance. Thank you