STROMOHAB INTERNAL MEMO

DATE: 28/11/2008

TO: ADAR PELAH, PHIL JEPSON

CC: M ZHAO

FROM: MAT GILBERT

RE: ORDERING ITEMS THAT AREN'T AVAILABLE THROUGH STORES

To order any required items that are not available through Stores, use the internal order page at:

http://www.volt.york.ac.uk/order/

To obtain access to this page, contact Terry Edhouse (tje1@ohm.york.ac.uk). To check if a supplier is authorised, contact Marieke (finsec@ohm.york.ac.uk) in the Finance Co-ordinators Office or Arthur in Stores.