

MEMO# 03-0622

## **KEYING IN MISC SALES**

6/15/22

## FOR ALL "MISC SALES"

 You must enter a complete description of the item (with size, color and style)

## **AFTER**

- You enter the PRICE <u>or</u> the description will not be saved
- ADD SKU# if possible
- If employee purchase- Please forward required paperwork to MAIN OFFICE

Leave a Copy At/Under Front Counter