

## **Damaged Supplies**

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If there are any problems with the supplies, the business office should be notified immediately in order that it may contact the vendor. If the item is damaged, the packing box should not be destroyed until notified to do so by the business office. If a package needs to be sent back to the vendor through UPS, the package should be brought to the business office. The business office will then make sure the package is returned properly.