



Materials Credits

1. On Monday mornings electricians will place credits on appropriate shelf in warehouse.
2. Electricians will fill out credit schedules/sheets. There is a separate form for both Cory's and JA Russells credits, and another General Credits schedule for all other credits. Information to fill out on these schedules includes date, electrician name, item description, quantity, job number, and job site. These schedules are to be kept on a clipboard attached to the credit shelf.
3. Active, Cory's and JA Russells wholesalers will collect gear from the credit shelf. They will check the credit schedules against the gear they collect and initial at the bottom of the sheet.
4. Active, Cory's and JA Russells wholesalers will take sheets up to DNA office where DNA Electrical staff will photocopy credit schedules. A copy of credit schedules is to be left with Joanne.
5. Wholesalers are to process credits.
6. Joanne will reconcile credits received against credit schedules.
7. Joanne will file these credit schedules once all credits are received.

Note: Non Cory's and JA Russells credits are to be dropped off to suppliers by DNA Electrical staff. DNA staff are to initial on the General Credit schedule that they have returned credits and give schedule to Joanne for reconciliation.