



POLICY MANUAL

Purchasing Procedures

Shipping

Revised: 04-08-04

Code: 1 – 15 – 10

Book
Chapter
Subject

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10.0 Purpose: Set Policy on Shipping of Purchases.

10.01 Scope: All Fire Department Personnel.

10.02 **POLICY**

All purchases should be shipped to:

**Clovis Fire Department
1233 Fifth Street
Clovis, CA 93612**

Do not have merchandise shipped to City Hall.