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**SOUTH CAROLINA PURCHASE ORDERS**

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**TO:** DEBBIE LEMMON, NORMA HALL, TERRIS RILEY, SHAY JONES, FELICIA HARRIS  
**FROM:** LAURA REYES  
**SUBJECT:** SOUTH CAROLINA PURCHASE ORDERS  
**DATE:** JANUARY 28, 2013  
**CC:** LUIS LOEZA; MELISA VISCI

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Per our Quality Control and Tax Department, moving forward ALL orders, regardless of the amount, must have a signature.

There is only one exception; in case that the agency issues their POs through an automated system, and the order doesn't include shippable products, the signature can be replaced by the following statement: "If received electronically, printed name represents authorized signature for this document".

Unfortunately, if a PO is received with no signature and doesn't have the previously referenced characteristics we will not be able to process it as our Tax Department will reject it. Please keep this information in mind in order to avoid delays.