




central_warehouse

Table of Contents

Click  to select the LEA's default receiving address. You can add or edit address information on the [District Administration > Tables > Receiving Addresses](#) page.

Note: The central warehouse address is printed in the **Ship To** field on the purchase order if the shipping addresses are different for each requisition in a bundled requisitions purchase order. In this case, you must indicate the requesting campus, department, and requestor in the line item comments on the purchase order. The line item comments are only printed on the District PO copy.



Back Cover