## **Springvale Weekly Incoming Items Record Sheet**

Date: Monday	/	/	to	Friday:	/	
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**Scan: To CSsupport on Fridays** 

Date and time delivered	Description of item e.g envelope, parcel bag, parcel box	From: Enter Sender's details	For: Staff members Name and Dept	Date sent to Records	CSO name who accepted the item	Comments