

**Off-site Policy for all EBAC members on obtaining items from the EBAC:**

Items can be purchased by using EBAC's Off-site policy. Simply follow these easy steps:

1. Send an email to the EBAC office (EBAC/EB/GDYN), requesting what you would like. Please include your badge number, Department and Mail Stop.
2. The EBAC office will send an email back to you, telling you the total cost of your purchase.
- 3. You then send payment immediately with the Cash, Money Order or Check made out to the EBAC and sent via Inter-office mail immediately to the EBAC office at J189-1. The items will be sent back to you via Inter-office mail or arrangements made with the EBAC Office.**

This is the policy of the EBAC and its Board.

REV H 12/20/16