

How to fill out a Surplus Distribution Form

To ensure units are invoiced correctly for surplus cases picked up, please include the following complete, accurate information on the surplus distribution form.

Incorrect

Unit Name	iMIS #	# of Cases	Case Code (18063B*)	Signature	Print Name	Date
1 st Toronto		10		<i>Aila V. Cookies</i>		

The Unit name is not complete

Missing iMIS # & Case Code

Missing Name and Date

Correct

Unit Name	iMIS #	# of Cases	Case Code (18063B*)	Signature	Print Name	Date
1 st Toronto Ranger Unit	654321	10	18063B	<i>Aila V. Cookies</i>	Aila V. Cookies	03/30/18

Receivers: Please note Case Collection forms are not to be changed or altered; any changes to original orders must be processed through a [Unit to Unit Transfer](#).

QUESTIONS?

For any questions about surplus forms, please contact the Cookie Administrative Assistant, at 1-877-323-4545 ext. 2441 or cookie.admin@guidesontario.org