

## Ordering Supplies from the Warehouse

### 1. PURPOSE

To provide procedures for ordering supplies from the District Warehouse.

### 2. SCOPE

This procedure applies to all personnel who need to order supplies from the District Warehouse, and to the people who approve and process those orders i.e., the District Managers, College's Business Managers, Finance Staff, and to the District Warehouse Staff.

### 3. OVERVIEW

The District Warehouse maintains a limited inventory of items that the Colleges and the District are able to order from the Warehouse. The Warehouse purchases in bulk in order to achieve the lowest possible price, and maintains this inventory for use by the Colleges and the District. This inventory primarily relates to items used at all four Colleges and the District, and consists of paper products, letter head, common forms (used by all sites), cleaning supplies, and some chemicals. This inventory does not include any unique items that the Colleges use. Those unique items must be purchased separately by the College and the District, via the District Purchase Order (PO) system. For purchasing Goods via a PO, see SOP09, Requesting a Purchase Order for Goods.

### 4. REFERENCES

*SOP09* — Requesting a Purchase Order for Goods

### 5. DEFINITIONS AND ABBREVIATIONS

- Budget Account Code – The 23 digit budget code used to purchase Goods and Services.
- Bulk Order Form – A form used to order Bulk inventory items from the Warehouse.
- Financial Services Report – A report sent by the Warehouse Supervisor to the Finance Staff to charge the budget account code for the items ordered.
- PO – Purchase Order
- Sell-Down Order Form – A form used to order Sell-Down inventory items from the Warehouse. Sell-Down items are limited to the amount of inventory the Warehouse has in stock, and once their supplies have been depleted, the Warehouse will no longer maintain an inventory of these items.

### 6. HOW TO ORDER SUPPLIES FROM THE WAREHOUSE

The District has two types of order forms, the Bulk Order Form and the Sell-Down Order Form:

- **Bulk Order Form** lists inventory items that the District will actively maintain, and will continue to replenish once their supplies are depleted.
- **Sell-Down Order Form** lists inventory items that the District currently has in stock, but will not replenish once the items have been distributed. (The District is trying to "sell down" these items, and once they are depleted you will have to purchase these items via the Purchase Order system.)

- 6.1 To order items from the Warehouse, locate the desired items on one of the two order forms. (The Warehouse Order Forms are available on the District's Purchasing website. Specific instructions on how to fill in the order forms are also listed in the first tab of the order form.)

- 6.2 Fill in the quantity for the desired items you want, and provide the appropriate Budget Account Code for your purchase. If you would like to know the specific price for the items you are ordering, please call the District Warehouse Staff at 466-7214, and they will provide you with the latest price for the items you are ordering. If you are not concerned with the latest price, just fill in the desired quantity and once the Warehouse Staff receives the approved form, they will provide the latest price (on the form) when they deliver the items.
- 6.3 Obtain approval for your purchase from your budget responsible manager. (For the Colleges, that would be the Business Manager.)
- 6.4 Forward the approved form to the District Warehouse. You may fax the form to the District Warehouse at 587-7866.
- 6.5 The District Warehouse Staff will pull your order, note the prices for the items on the form, note any shortages in the "Comments" field, and will deliver the items on the next out bound truck to your college. For the Colleges, all deliveries will be made to the College's Storekeeper.
- 6.6 Upon delivery of the items, the Warehouse Staff will ask the Storekeeper (or for the District, the District personnel) to sign for receipt of delivery, and will leave a copy of the Order Form with the Storekeeper and or District Personnel. The Storekeeper or District Personnel should forward that copy to the Business Manager (or budget responsible District Manager), so that the Manager is made aware of the items being delivered, and has an accurate account for the price for the items ordered.
- 6.7 Once a week, the Warehouse Supervisor will inform the Finance Department of the total cost of your order, so that the Budget Account Code that was listed on the form is debited for the cost of the items.

## 7. WAREHOUSE'S ROLE

The Warehouse Staff is responsible for:

- Receiving the Order Forms and filling the orders.
- Listing the latest prices for the bulk items ordered on the Bulk Order Form. (For the Sell-Down items, the price is already listed on the form but the Warehouse Staff will review the on hand inventory to make sure the Warehouse still has available stock to deliver.)
- Noting any shortages of inventory in the Comments field of the form.
- Delivering the items to the College's Storekeeper, or to the District Office.
- Informing the Finance Staff of the total cost of the order – (On a weekly basis the Warehouse Supervisor will inform the Finance Staff of total cost of the order, via a Financial Services Report.)

## 8. FINANCE'S ROLE

Upon receipt of the Financial Services Report from the District Warehouse Supervisor, the Finance Staff is to expense the budget account code listed in the Financial Services Report for the total cost of the items that were ordered via the Bulk Order Form and or the Sell-Down Order Form.

## 9. ATTACHMENTS

- Instructions for the Warehouse Order Form
- Bulk Order Form
- Sell-Down Order Form

### How to Use the Bulk Order Form and the Sell-Down Order Form:

The District has two types of order forms. The **Bulk Order Form** lists inventory items that the District will actively maintain, and will replenish once its supplies are depleted, and the **Sell-Down Order Form** lists inventory items that the District currently has in stock, but will not replenish once the items have been distributed. The District is trying to "sell down" these items, and once they are depleted you will have to purchase these items via the Purchase Order system.

Each form has its own Tab in this spreadsheet. Below are the instructions for using these forms:

- 1) Locate the item(s) you wish to order and fill in the desired quantity in the "QTY" column.
- 2) Provide the appropriate Budget Account Code to be charged for the items in the "Budget Account Codes" columns. Note: If you require pricing for your order (prior to placing the order), please call the District Warehouse at 466-7214, to obtain the pricing. Pricing for the Sell-Down items is listed on the form.
- 3) Obtain the appropriate Business Manager or District Manager's signature on the bottom of the form, and fax the order to the District Warehouse at 587-7866.
- 4) The District Warehouse will fill in the average price for the item(s) in the "Average Price" column, calculate the total price in the "Total" column, note any shortages in the "Comments" column, and deliver the items.
- 5) Upon delivery of items, the Warehouse Worker will require a signature for proof of delivery in the "Delivery Receipt" field.
- 6) A copy of the Order Form will be provided at the time of delivery. This form should be forwarded to the Business Manager or District Manager who approved the purchase.
- 7) Weekly, the Warehouse will inform the Finance Department of the total cost of your order so that your budget will be charged for the items. If have questions regarding when your budget will be charged, please contact the Finance Department.

If you have any questions, please call the Warehouse at 466-7214, or the Warehouse Supervisor, Mr. Shawnee Martinez at 466-7334.

Thank you,  
John Banisadr  
Purchasing Compliance Manager





**ORDER FORM FOR SELL-DOWN ITEMS - (Fax the Approved Form to the District Warehouse at 587-7866)**

**SELL-DOWN**

Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_ District \_\_\_ Laney \_\_\_ COA \_\_\_ Merritt \_\_\_ BCC

PH #: \_\_\_\_\_

				BUDGET ACCOUNT CODES							
QTY	ITEM #	DESCRIPTION	UoM	Loc	Fund	Cost Ctr	Obj	Prgm	Activity/ Suffix	Project	Acct Line
	103231	GRAFITTI REMOVER, SPRAYABLE GEL AERSOL	CAN								
	103577	HOSE, WATER, 3/4" ID, COUPLED, 50', PLASTIC	LENG								
	103582	HOSE, WATER, 3/4" ID, COUPLED, 50', RUBBER	LENG								
	104199	NOZZLE, HOSE, BRASS, SPRAY	EA								
	104419	OIL, MOTOR, SAE 10-40 WEIGHT	QT								
	104420	OIL, MOTOR, SAE 30	QT								
	104445	PAD, FLOOR, SCRUBBING, GREEN, 20"	EA								
	105050	REMOVER, GUM, AEROSOL, 7 OZ. CAN	CAN								
	105338	RECEPTACLE, SANITARY NAPKIN, MIPRO 2811	EA								
	105614	SAWDUST, PINE, COARSE	SACK								
	107619	TEE-HANDLES, WATER FAUCET	EA								
	112004	ENVELOPE, CLASP, MANILA, #63, 6-1/2X9-1/2	BOX								
	112430	ENVELOPE, LETTERHEAD, #6-3/4, ALAMEDA	BOX								
	112434	ENVELOPE, LETTERHEAD, #6-3/4, DISTRICT OFF	BOX								
	112436	ENVELOPE, LETTERHEAD, #6-3/4, LANEY	BOX								
	112438	ENVELOPE, LETTERHEAD, #6-3/4, MERRITT	BOX								
	112560	ENVELOPE, PLAIN, MANILA, #10	BOX								
	112914	FOLDERS, FILE, HANGING, PENDERFLEX, LTR.	BOX								
	112915	FOLDER, FILE, HANGING, LEGAL,ASSORTED	BOX								
	112916	FOLDERS,FILE,HANGING,PENDAFLEX,ASSORTED,LEG	BOX								
	112918	FOLDERS, HANGING, LEGAL SIZE, SMEAD	BOX								
	112919	FOLDERS, FILE, HANGING, 1/5, LETTER SIZE	BOX								
	112952	FORM-REQUEST PETTY CASH REIMBURSEMENT	PKG								
	112954	FORM-REQUISITION/PURCHASE ORDER	PKG								
	112955	FORM-REQUISITION, PETTY CASH, 3-PT,100/PKG.	PKG								
	113026	FORM-CLASSIFIED EMPLOYMENT APPLICATION	PKG								
	113113	FORM-APPLIC/PURCHASE/TAX-DEFER ANNUITY CON	PKG								
	113114	FORM-REQUEST/CANCEL TAX-DEFER ANNUITY CNTRC	PKG								
	114453	PAD, SCRATCH, WHITE, 4"X6"	DOZ								
	114456	PAD, POST IT NOTE, 3"X3", YELLOW	EA								
	114476	PAPER, ADDING MACH, WHITE, 3"X 215'	ROLL								
	114520	PAPER, DUPLICATOR, 8-1/2 X 14, BLUE	REAM								
	114522	PAPER, DUPLICATOR, 8-1/2 X 14, BUFF	REAM								
	114524	PAPER, DUPLICATOR, 8-1/2 X 14, CANARY	REAM								
	114526	PAPER, DUPLICATOR, 8-1/2 X 14, GOLDENROD	REAM								
	114528	PAPER, DUPLICATOR, 8-1/2 X 14, GREEN	REAM								
	114530	PAPER, DUPLICATOR, 8-1/2 X 14, PINK	REAM								
	114532	PAPER, DUPLICATOR, 8-1/2 X 14, SALMON	REAM								
	114682	PAPER, WRAPPING, 24 IN. X 300 YDS., KRAFT	ROLL								
	114686	PAPER, WRAPPING, 36 IN X 300 YDS, KRAFT	ROLL								
	129012	LAMPS, FLUORESCENT,F20T12/CW	EA								
	129014	LAMP, FLUORESCENT, F30T12/CW/RS	EA								

Warehouse Use Only		
Average Price	Total	Comments
\$ 12.92	-	
\$ 10.01	-	
\$ 17.52	-	
\$ 7.09	-	
\$ 1.95	-	
\$ 1.86	-	
\$ 3.62	-	
\$ 6.25	-	
\$ 16.33	-	
\$ 2.93	-	
\$ 2.99	-	
\$ 7.22	-	
\$ 11.47	-	
\$ 3.85	-	
\$ 7.36	-	
\$ 11.44	-	
\$ 14.82	-	
\$ 13.65	-	
\$ 9.54	-	
\$ 14.97	-	
\$ 8.99	-	
\$ 6.79	-	
\$ 20.86	-	
\$ 11.23	-	
\$ 41.38	-	
\$ 8.15	-	
\$ 7.87	-	
\$ 28.09	-	
\$ 3.90	-	
\$ 0.26	-	
\$ 0.39	-	
\$ 5.34	-	
\$ 6.06	-	
\$ 5.05	-	
\$ 4.50	-	
\$ 4.32	-	
\$ 3.64	-	
\$ 34.34	-	
\$ 49.26	-	
\$ 29.83	-	
\$ 1.10	-	
\$ 1.51	-	

Approved By Business/  
District Manager: \_\_\_\_\_  
Date: \_\_\_\_\_

**DELIVERY RECEIPT**  
Received By: \_\_\_\_\_  
Date: \_\_\_\_\_

**TOTAL:**

**ORDER FORM FOR SELL-DOWN ITEMS - (Fax the Approved Form to the District Warehouse at 587-7866)**

**SELL-DOWN**

Page 2

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_ District \_\_\_ Laney \_\_\_ COA \_\_\_ Merritt \_\_\_ BCC

PH #: \_\_\_\_\_

				BUDGET ACCOUNT CODES							
QTY	ITEM #	DESCRIPTION	UoM	Loc	Fund	Cost Ctr	Obj	Prgm	Activity/ Suffix	Project	Acct Line
	129015	LAMP, FLUORESCENT, FB 40CW/3/SS	EA								
	129016	LAMP, FLUORESCENT, F40CW	EA								
	129018	LAMP, FLUORESCENT, F40W	EA								
	129022	LAMP, FLUORESCENT, F96T12/CW/HO DBL CONTACT	EA								
	129028	LAMP, FLUORESCENT, F48T12/CW	EA								
	129030	LAMP, FLUORESCENT, SUPERSAVER, F96T12/CW	EA								
	129035	LAMP, FLOURESCENT, U-TUBE, FB031/741	EA								
	129036	LAMP, FLOURESCENT, U-TUBE, FB032/741	EA								
	129037	LAMP, FLOURESCENT,ECON-0-WATT,FB40CW/6,U	EA								
	129050	LAMP, INCANDESCENT, MED, 25A I.F.	EA								
	129052	LAMP, INCANDESCENT, MED, 25T10/I.F.	EA								
	129054	LAMP, INCANDESCENT, MED, 60A I.F.	EA								
	129056	LAMP, INCANDESCENT, MED, 60W	EA								
	129057	LAMP, INCANDESCENT, MED, 75W	EA								
	129058	LAMP, INCANDESCENT, MED, 75R30/FL	EA								
	129060	LAMP, INCANDESCENT, MED, 100A I.F.	EA								
	129066	LAMP, INCANDESCENT, MED, 150A I.F.	EA								
	129074	LAMP, INCANDESCENT, MED, 200A/CL, CLEAR	EA								
	149116	HAMMER, CLAW, STEEL HANDLE, 13 OZ	EA								
	149120	HAMMER, CLAW, STEEL HANDLE, 16 OZ	EA								
	149122	KNIFE, PUTTY, 1-1/2"	EA								
	149124	PLIERS, COMBINATION, 6 IN	PR								
	149126	PLIERS, LINEMANS, 7 IN	PR								
	149128	PLIERS, MULTIPLE SLIP JOINT, 10 IN	PR								
	149130	SAW, HAND, CROSSCUT, 10 PT, 26 IN	EA								
	149134	SAW, HAND, RIP, 5 1/2 PT, 26 IN	EA								
	149136	SCREWDRIVER, PHILLIPS, NO 2, 4 IN	EA								
	149138	SCREWDRIVER, PHILLIPS, NO 3, 6 IN	EA								
	149140	SCREWDRIVER, PHILLIPS NO 4, 8 IN	EA								
	149144	SCREWDRIVER, STRAIGHT TIP, 4 IN	EA								
	149146	SCREWDRIVER, STRAIGHT TIP, 6 IN	EA								
	149148	SCREWDRIVER, STRAIGHT TIP, 8 IN	EA								
	149152	WRENCH, ADJUSTABLE, 6 IN	EA								
	149156	WRENCH, ADJUSTABLE, 10 IN	EA								
	149158	WRENCH, ADJUSTABLE, 12 IN	EA								
	149162	WRENCH, ADJUSTABLE, PIPE, 10 IN	EA								
	149166	WRENCH, ADJUSTABLE, PIPE, 14 IN	EA								
	150300	CORD, EXTENSION, 6 FT, 3-WIRE GROUND	EA								
	150310	CORD, EXTENSION, 8 FT, 3-WIRE GROUND	EA								
	150315	CORD, EXTENSION, 25 FT, 3-WIRE GOUND	EA								
	150320	CORD, EXTENSION, 50 FT, 3-WIRE GROUND	EA								
	150325	ADAPTER, "U" GROUND, 3 WIRE	EA								

Warehouse Use Only		
Average Price	Total	Comments
\$ 5.40	-	
\$ 0.44	-	
\$ 0.51	-	
\$ 2.45	-	
\$ 2.16	-	
\$ 2.35	-	
\$ 9.47	-	
\$ 5.97	-	
\$ 3.15	-	
\$ 0.68	-	
\$ 1.55	-	
\$ 0.39	-	
\$ 1.22	-	
\$ 1.60	-	
\$ 1.38	-	
\$ 0.49	-	
\$ 0.23	-	
\$ 0.79	-	
\$ 7.99	-	
\$ 13.27	-	
\$ 2.27	-	
\$ 7.85	-	
\$ 12.50	-	
\$ 6.85	-	
\$ 10.57	-	
\$ 17.11	-	
\$ 4.49	-	
\$ 2.19	-	
\$ 5.66	-	
\$ 2.90	-	
\$ 4.25	-	
\$ 5.24	-	
\$ 11.21	-	
\$ 14.25	-	
\$ 21.39	-	
\$ 7.25	-	
\$ 12.66	-	
\$ 6.56	-	
\$ 7.00	-	
\$ 8.00	-	
\$ 15.00	-	
\$ 1.17	-	

Approved By Business/  
District Manager: \_\_\_\_\_  
Date: \_\_\_\_\_

**DELIVERY RECEIPT**  
Received By: \_\_\_\_\_  
Date: \_\_\_\_\_

**TOTAL:** \_\_\_\_\_