

**STOCK SUPPLIES AND MATERIALS**

**Purpose and Scope**

To outline administrative procedures and guidelines for ordering or returning district warehouse inventory items, supplies and materials.

**Warehouse Inventory Items**

Warehouse inventory items shall be used whenever possible.

**Commonly Used Items**

Items commonly used by several subject areas or departments at a site are to be stored in the site's central supply room. Orders for individual subject-area departments at schools should be limited to items of special use in those departments.

**Sufficient Stock**

Sufficient stock should be maintained by sites to eliminate emergency ordering. Sites should maintain sufficient stock to operate for a reasonable period of time, a minimum of 30 days' supply, normally 90 days; schools should ensure that materials are on hand to supply summer school needs.

**Deliveries of Warehouse Inventory Items**

Deliveries of warehouse inventory items are made weekly to all locations. Orders must be placed and approved two days prior to the regularly scheduled delivery day. When the scheduled delivery day is a school holiday or high school graduation day, orders should be placed one week early. Otherwise, delivery will occur the following week.

**Return for Credit**

Only items that have not been deleted and are acceptable for reissue may be returned for credit up to 30 days after receipt.

**Implementation**

1. Ordering warehouse inventory items
  - a. Orders will be entered directly at the site using Peoplesoft e-Procurement ordering system item catalog.
  - b. Emergency Orders for warehouse inventory items needed for immediate classroom instruction or daily operation may be phoned into Materiel Control Analyst or the Strategic Sourcing and Contracts Department.
    - (1) Originator calls Materiel Control Analyst between the hours of 6:30 am to 3:00 pm Monday through Friday.
    - (2) Originator provides Peoplesoft item number, quantity and budget string.

**STOCK SUPPLIES AND MATERIALS** (continued)

- (3) Sites have two options for receiving Emergency Orders
  - (a) On the next regularly scheduled delivery day.
  - (b) Pick up order from the Supply Center warehouse loading dock between the hours of 7:00 am to 2:30 pm Monday through Friday.
2. Return of warehouse inventory items
  - a. School or central office
    - (1) Notifies Supervising Stock Clerk or Materiel Control Analyst of wish to return material for credit.
    - (2) Prepares the materials for pick up on the regularly scheduled delivery day clearly marked with item number, quantity and original order number.
    - (3) Contacts Materiel Control Analyst regarding status.
  - b. Warehouse/Strategic Sourcing and Contracts Department
    - (1) Materiel Control Analyst or Supervising Stock Clerk writes a pick up order authorizing the delivery driver to pick up the materials.
    - (2) Warehouse verifies quantities and determines if materials are acceptable for reissue.
    - (3) Warehouse notifies Materiel Control Analyst via copy of pick up order form that material has been returned and authorizing credit.
    - (4) Materiel Control Analyst enters into Peoplesoft Inventory as a Code 20 Express Putaway using site's budget string as Chartfield Overrides.
3. Special Information
  - a. Assistance with ordering problems may be obtained by contacting the Materiel Control Analyst. All questions should be answered before placing an order.
  - b. Suggestions or feedback regarding warehouse inventory items should be directed to the Strategic Sourcing and Contracts Department.

Regulation  
approved: July 24, 2018  
Effective: November 1, 2018

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
San Diego, California