



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2410

PAGE: 1 OF 4

EFFECTIVE: 7-29-62

REVISED: 1-1 2-99

a

CATEGORY: Fiscal Management, Purchasing

SUBJECT: **Stock Supplies and Materials**

A. PURPOSE AND SCOPE

1. To outline administrative procedures and guidelines governing the ordering or returning of district stock supplies and materials.
2. **Related Procedures:**
Purchasing, supply, and distribution system 2400
Nonstock supplies, materials, and services 2415

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-6000, G-4000.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Material Services Department, Business Services Division, Administrative/Operational support.
2. **Stock and standardized nonstock items** shall be used whenever possible. The *Stock Catalog* lists the more frequently used standard items.
3. **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.
4. **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.
5. **Deliveries of in-stock materials are weekly** to all locations.
 - a. To ensure next week delivery, orders must be placed by 4 p.m. Wednesday, the week preceding desired delivery.
 - b. When the scheduled delivery day is a school holiday or **high** school graduation day, orders should be placed a week early. Otherwise, delivery will occur the following week.
6. **Return for Credit.** *Only items listed which have not been deleted and are acceptable for reissue* us *new stock* may be returned for credit up to 15 days after receipt.

7. **Invalid or Restricted Budget Charges.** On any order that references an invalid or restricted budget charge number, the appropriate budget analyst should be contacted for assistance prior to submitting a request to the Supply Center.

D **IMPLEMENTATION**

1. **Ordering Stock Supplies and Materials**

- a. **On-line stock ordering.** All orders except those requiring budget authorization **will** be input directly at site using on-line ordering system.
- b. **Written requisition orders will** only be accepted for those orders which require budget stamp approval.
- (1) **Originator** prepares "Stock Requisition" (E. 1.) using a separate requisition number for each budget charge number and sends signed requisition to Budget Department, Finance Division, Administrative/Operational Support, for approval.
- (2) **Budget Department** approves requisition and forwards to Stock Analysis Section, Supply Services Unit, Material Services Department.
- c. **Emergency Orders.** Emergency stock orders must be limited to critical emergencies (i.e., no more than three stock numbers and no more than four units of issue per stock number, for immediate classroom instruction or daily operation). (**Note:** Telephone orders must *not* be followed by a written requisition; this would initiate a duplicated order.)

Originator:

- (1) Calls 496-8025 between 7 a.m. and 4 p.m., Monday through Friday.
- (2) Transmits letter designations phonetically in budget and stock numbers (e.g., A = Alpha, B = Bravo, C = Charlie).
- (3) Provides required information in following sequence:
- (a) Location number
- (b) Initials of name (first, middle, last)
- (c) Requisition number
- (d) Budget charge number

- (e) Stock number and quantity
- (4) Picks up order between **7:30** a.m. and 4:00 p.m., Monday through Friday, at Supply Center warehouse loading dock "Schools Pickup and Deliveries":
 - (a) Stock and ETLP materials at Supply Center.
 - (b) SIM and class 41 materials at **IMC** warehouse.

2. Return of Stock Items for Credit

a. School or central office

- (1) Prepares "Stock Requisition-Credit" (E.2.) according to instructions on form, including all required information.
- (2) Forwards original and duplicate of "Stock Requisition-Credit" to Stock Analysis Section with a copy of stores invoice for verification purposes; retains triplicate for records.
- (3) Contacts Stock Analysis Section (496-8025) for information about status of credit requisition.

b. Stock Analysis Section reviews "Stock Requisition-Credit."

- (1) *If not approved*, returns "Stock Requisition-Credit" to originator with explanation.
- (2) *If approved*, sends "Stock Requisition-Credit" to Supply Center warehouse for pickup and return of material.

3. Special Information

a. **Assistance with ordering problems may** be obtained by calling Stock Analysis Section (496-8025). All questions should be answered before placing an order.

b. **Suggestions or complaints** regarding stock items should be sent to Supply Services Unit, using "Report on Unsatisfactory Equipment, Furniture, or Supplies" (E.3.).

c. Annual science order guides (secondary schools)

- (1) **Supply Services Unit**, each year in early October, furnishes order guides and instructions for submitting orders to all schools with science departments.

(2) Science department chairpersons and school offices attach covering **nonstock** requisitions and list quantities desired on guide pages; return orders to Supply Services Unit in October and March.

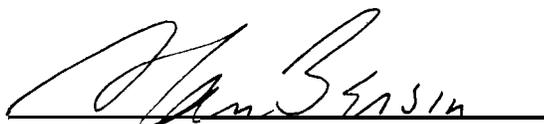
E. FORMS AND AUXILIARY REFERENCES

1. Stock Requisition, Stock No. 22-R-3270.
2. Stock Requisition-Credit, Stock No. 22-R-3275.
3. Report on Unsatisfactory Equipment, Furniture, or Supplies, Stock No. 22-R-2000.
4. Stock Catalog, Stock No. 22-C-1005.

F. REPORTS AND RECORDS

1. Requisitions and stores invoice records, retained at the site until end of the current year or until charges appear on financial activity reports.

G. APPROVED BY



Superintendent of Public Education