

# PURCHASING AND WAREHOUSE SERVICES

Twin Rivers Unified School District Procurement Handbook

Purchasing  
Warehouse  
Print Shop  
Mail Room

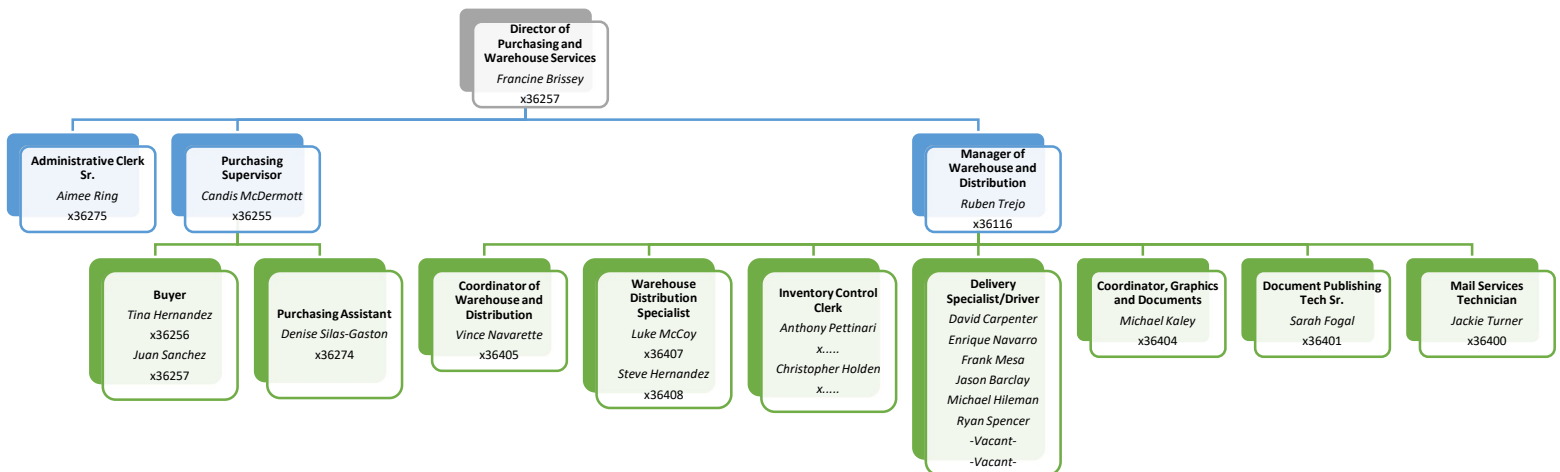
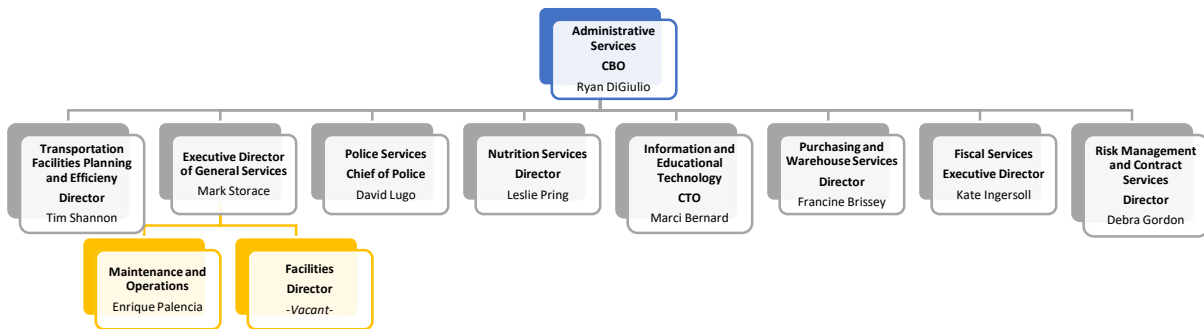
## Table of Contents

About Purchasing and Warehouse Services .....	2
Purchasing Services.....	3
Where does purchasing fit into the process? .....	<b>Error! Bookmark not defined.</b>
The Purchase Process.....	<b>Error! Bookmark not defined.</b>
Outline.....	<b>Error! Bookmark not defined.</b>
Employee .....	4
Site Administrator .....	8
Warehouse.....	8
Where does the warehouse fit into the process? .....	8
Supply Order .....	9
Covid Supply Order Form:.....	9
Warehouse Purchase Order Receiving Inquires .....	9
Warehouse Supply Returns.....	10
Vendor Returns .....	10
Weekly Freight .....	10
Inter-district Mail Delivery .....	10
District Gear Truck Scheduling.....	11
Request to Move Product .....	12
District assets .....	12
Print Shop.....	13
Where does Print Shop fit into the process.....	13
Ordering .....	13
Copyright laws.....	13
Mail Room.....	13
Where does the Mail Room fit into the process? .....	13

# Purchasing and Warehouse Services Organization Chart

The Purchasing, Warehouse, Print Shop, and Mail Services departments are all part of Purchasing and Warehouse services. Our physical offices are located at 3222 Winona Way, North Highlands, CA 95660.

Department information, procedures, order forms, printed materials, and guidelines are available on the District website or the District Staff Room for employees.



# Purchasing Services

## Who is Responsible?

The Administrative Services Team has a dedicated Purchasing Department whose primary objective is to procure goods and services for the District at competitive rates. Here's a brief overview of how this department functions within the District.



The purchasing process varies from organization to organization, however, there are some essential pieces that will remain the same. At Twin Rivers we follow the process outlined below, however, this manual will focus on the responsibilities of the Employee and the Site Administrator/Program Manager.

## Employee

### *Identify a need – Shop for a quote*

The first step in any procurement process requires an identifiable need. This starts with the employee, a teacher, an administrative assistant, or an administrator. Once the need is identified a comparative shopping process will begin.

### Comparative Shopping

To ensure that Twin Rivers is obtaining materials and services at the most competitive price, state law requires “comparative shopping” before the purchase is made. The guidelines for comparative shopping vary according to the size of the purchase, ranging from informal price quotes to official, advertised requests for sealed bids. This process begins with the employee seeking the goods or services, and depending on the price can require the assistance of the Purchasing or Contracts department.

## Goods

\$0-\$9,999.99	\$10,000.01-\$34,999.99	\$35,000-\$114,499.99	\$114,500.01+
<input checked="" type="checkbox"/> One Quote	<input checked="" type="checkbox"/> Two Quotes	<input checked="" type="checkbox"/> Three Quotes	<input checked="" type="checkbox"/> Formal Solicitation
<input type="checkbox"/> One quote is required	<input type="checkbox"/> Two quotes are required	<input type="checkbox"/> Three quotes are required	<input type="checkbox"/> Formal Solicitation Required
<input type="checkbox"/> MUST be uploaded to QSS	<input type="checkbox"/> Must be uploaded to QSS	<input type="checkbox"/> Must be uploaded to QSS	<input type="checkbox"/> Contact Purchasing
<input type="checkbox"/> Shopping cart is okay	<input type="checkbox"/> Shopping cart is okay	<input type="checkbox"/> Shopping cart is okay	<input type="checkbox"/> Limit Changes Jan. 1
<input type="checkbox"/> Open PO's Exempt	<input type="checkbox"/> Open PO's Exempt	<input type="checkbox"/> Formal quote preferred	<input type="checkbox"/> REQUIRES Board Approval
	<input type="checkbox"/> Purchasing can assist	<input type="checkbox"/> Purchasing can assist	<input type="checkbox"/> Textbooks exempt
		<input type="checkbox"/> Upper limit is adjusted Jan. 1	<input type="checkbox"/> May require 6-8 weeks

## Quotes

We understand that your schedule is probably brimming with important tasks that need your attention. We recognize how valuable your time is and have consequently designed our new quote thresholds to be as simple to remember as possible. Our aim is to help you quickly and efficiently obtain the most competitive prices for your kiddos or your department without any unnecessary complications or holdups.

Multiple shopping carts serving as quotes are acceptable forms for quotes, however, it is always best and acceptable to solicit formal quotes. Vendors frequently offer discounted pricing for school districts, and almost always offer bulk pricing if buying large quantities.

To make things even more convenient, when more than one quote is required, a simple trick of the trade is to send an email to multiple vendors in the “bcc:” line. When the vendors respond, you can gather all quotes with a quick subject line search in Outlook.

We want to assure you that we are committed to assisting you in saving time and simplifying your workflow, so you can channel your energy toward the most critical matters at hand.

### **Formal Solicitation**

In January of every year, the California Department of Education (CDE) will post the new bid limits for the calendar year. From Now through December 31, 2023 our bid limit is \$109,300.00.

What does this mean for you?

This means that when the total cost of **A PROJECT** will cost more than the bid limit, Purchasing or Contracts are required to release a formal solicitation. There are very specific laws that regulate this process, so to ensure that is done correctly from the beginning, please contact either Purchasing (goods) or Contracts (Services).

As a decision maker in the award of this contract, it is of the utmost importance that communication with vendors regarding a formal solicitation be directed **ONLY** to purchasing. The purpose of formal solicitation is to generate competitive quotes, and all vendors need to have the same information at the same time. Violating this procedure can be cause for a protest by the vendor, therefore stopping your project in its tracks and may cause Purchasing/Contracts to re-solicit your project, therefore extending your time frame for purchase.

**\*All Public Works Projects Must Go through Facilities and the Contract Services Department.**

### **Sole Source**

A sole Source is any purchase of materials or services that are available from only one source. This written documentation would take the place of the required formal quote/bid and **must be approved by the Purchasing Department**. This occurrence is rare, if any other vendor makes a similar product that can achieve the same result, it must be bid through a formal solicitation (see above). A patent alone does not necessarily mean it is a sole source.

Two documents are needed:

1. A letter from the vendor stating their justification for a sole source award.
2. A letter from a TRUSD staff member who is an expert in the field, stating why they can not obtain this item from any other vendor.

This is a tricky process, please contact purchasing if you believe you have a sole source exception.

### **Open Purchase Orders**

Open Purchase Orders are available to departments that need to purchase items on an immediate need. Office and instructional supplies, custodial, equipment, and technology items should be purchased through a comparative and competitive process, and should not be purchased through an Open Purchase Order.

If you have an immediate need and feel the standard requisition process will take too long, call the PURCHASING DEPARTMENT at 916-566-1618. The Purchasing Department will see that you get an approved Purchase Order in the time required. **DO NOT**, under any circumstances, place an order without an authorized Purchase Order from the Purchasing Department.

#### Ordering Items for preview, demo, or “on approval”

The procedures for ordering preview or demo products/materials are the same as ordering non-stock items through Purchasing with Budget approval, with the following additional steps:

When the Purchase requisition form is prepared, a statement is added “Demo”, “30-day preview,” “on approval” or whatever the offer may be. If any special offers or advertising materials is necessary to complete the purchase, please attach to the requisition form.

When the products/materials arrive, if you decide to keep it, send a note stating this, including the purchase order number to Accounts Payable.

If you plan to return the materials, send them to the warehouse with a notation that they should be returned, along with a Warehouse Return Report, available on the warehouse web page or the online forms section.

With the proper paperwork, the warehouse will be responsible for returning the material. All items will be insured as proof of return.

#### Ordering Capital Outlay Equipment (Items with a unit cost of +\$5000)

Capital outlay equipment purchases, or purchasing items with a unit cost over \$5000, must have prior budget approval. A Purchase Requisition must be sent to the Purchasing Department with appropriate approvals indicated before the purchase is made.

#### Ordering Technology

Before you order computers, printers, surge protectors, printer cables, or software; before you require wiring or network services; or have needs relating to technology, please contact the Purchasing or Technology Services Department. The Purchasing Department works closely with the Technology Department to ensure the District receives the best price for the best quality equipment, and that the District Standards are following our District Technology Plan. Getting the correct information before you order can save time and frustration when ordering technology.

The Technology Services department is ready to help you make solid decisions when purchasing equipment and software for your Classroom, Department, and Site. There are many options and configurations as well as system requirements to consider before making a purchase.

The District’s network is a business class or what is known as an Enterprise Infrastructure. There is a big difference in performance between Consumer-grade and Enterprise-grade products. The network is specifically configured for Twin Rivers use. Adding non-configured consumer-grade devices to the network can and usually does cause problems at the classroom and site level. Sometimes at the district-wide level too. Anytime you want to purchase something that will be connecting to the network either through a port in the wall or through the wireless, please contact us so we can help you choose a product that we can assure will work properly.

Software packages are not all created equally and have different ranges of hardware requirements. Before purchasing a software package that is not already in use in the district, you must contact us so we can make sure it will work properly on your classroom or site system(s).

You can always call Technology Services at extension 55555 for any questions you may have.

### Expense Reimbursement

The purpose of the Request for Direct Payment Form is to reimburse District Employees for out-of-pocket expenses incurred on behalf of the District for travel or the purchase of materials and supplies purchased on an emergency basis.

The reimbursement process is not to be used to bypass the purchasing process. It is to be used in emergency situations, and where the use of a purchase order is impractical.

All purchases must be pre-approved.

### Enter requisition in QSS

All purchase requisitions must be submitted on QSS for routing and approval. There are a few exceptions that require a paper requisition, below is an example of the QSS entry. Access to QSS is authorized by the department head and is typically given to administrative support staff such as Office Managers, Secretaries, and Department Heads. Purchasing Services offers individualized training, so please contact [PurchasingDept@trusd.net](mailto:PurchasingDept@trusd.net) to set up training for you or your team.

Requisition Entry 90 - TWIN RIVERS UNIFIED SD QSS/OASIS

File Options Help

Save and Return Save Save Draft Close Change Inspect Items Notes Options

Fr: 22 RQ: 020077 PO: 220015 VE: 832461/00 CARTPROS LLC

Change Order: N/A Date Paid: N/A Date Printed: 07/06/2021 EMS0-05/19/2021-21:10:43

Requisition

Requisition: 020077 Purchase Order: 220015 Control #: Warehouse: Stores Order:

Vendor/Addr#: 00-CAMUNDSON@CAR1 Date: 07/01/2021

PO Type: Delivery By: Confirming: 0 - No confirmation message

Description: TRANSPORTATION Tax %: 8.000 % B Ship To: 0000 TRUSD WAREHOUSE (0000)

Submitted by: TRANSPORTATION Terms: NET 30 Commodity:

Site: 0260 TRANSPORTATION (0260) FOB: Attachment Req/PO: N/N

Buyer: ES Program: Misc Date: Misc:

Routing Group: TRANSP SVCS Room: Discount: .000 % Shipping %: .00

Accounts

Ln	Fd	Resc	Y	Objt	Ste	Goal	Fctn	Op1	Op2	Percent	Budget Balance
1	L			01-0720-0-4350-260-0000-3600-000-626						100.00	1,800.00

Address (00) Additional Shipping Beg Message End Message

Vendor

CARTPROS LLC  
CAMUNDSON@CARTPROS.COM  
4900 N. 44TH ST. #2046  
PHOENIX, AZ 85018

Remit

CARTPROS LLC  
CAMUNDSON@CARTPROS.COM  
4900 N. 44TH ST. #2046  
PHOENIX, AZ 85018

Profile: 10016 GUIPURCH: YYYQ10016 YYMY13324N YAY Yr: 2022 Dist: 90 Site: 50 GS: W 4/8/2022 9:53:38 AM

Items

Item	Print	Split	Quantity	Unit	Unit Cost	Sub-Total	Estimated Tax	Est. Total w/ Tax	Tax	Stock#	FA	DF	Disc%	Disc Amt
1	Y	CP	1.00	LOT	500.0000	500.00	0.00	500.00	N	000000	N		0.0000	0.00

Profile: 10016 GUIPURCH: YYYQ10016 YYMY13324N YAY Yr: 2022 Dist: 90 Site: 50 GS: W 4/8/2022 9:54:18 AM



Site Administrator

#### *Ensure the program can pay for the purchase*

It is the responsibility of the administrator to verify the budget code and confirm that their program can support the purchase of the items being requested. This can be done by connecting with your budget tech or by checking your accounts in QSS. When an account line is entered in QSS, it will not allow you to proceed if the account will be overdrawn.

#### *Approves Requisition*

Once the accounts and items have been reviewed, approval is required. This approval can be given by selecting the requisition and clicking the green arrow at the top of queue management to approve. Purchasing is happy to offer training in approvals by appointment. Please either contact the Purchasing Supervisor or Director of Purchasing to set up the appointment.

## Warehouse

### *Where does the warehouse fit into the process?*

The District Warehouse operates with the goal of having on hand most of the common items needed by teachers and support staff. Products needed that are not carried in the warehouse can be ordered upon request at a substantial saving by working directly with the Purchasing Department to leverage contract pricing and bulk ordering.

- Operates the District Warehouse, stocking commonly used items in bulk.
- Maintains an inventory control system for district furniture, equipment, and property.
- Provides warehouse assistance with textbook and library services inventory.
- Receives all materials and supplies, ensuring accurate receiving procedures and forwarding documentation to Accounts Payable.
- Handles all replacements and returns.
- Delivery of all District materials, supplies, food, and mail.
- Provides moving services for all sites and departments.
- Provides Gear Truck for field trips
- Disposes of surplus, scrap, or obsolete material; removes confidential documents to be shredded

Important Warehouse Forms are available on the Twin Rivers Staff Room under Forms, here are some examples of those forms:

- Warehouse Return Report
- Gear Truck Request
- Surplus Property Removal Log
- Warehouse Order Form
- Warehouse Request to Move

## Supply Order

The Warehouse Supply Order form is located on the Twin Rivers Unified School District website under the online form's icon.

Required fields to complete are:  
(refer to attached form)

- The school site/department, (please include your site #)
- Include your supply budget code
- Person to receive order
- Administrator's Name
- Scroll down to the item(s) you would like to order, input quantity
- Once all quantities are input you can filter the order so that only items ordered show on the form.

Site Name/Site #		Tracking	
01	CLASSROOM/OFFICE SUPPLIES		REVISED 03/18/2022RT
BUDGET	#		
PERSON TO RECEIVE ORDER	NAME		
ADMINISTRATOR SIGNATURE	NAME		
Justification of Expenditure	Goal:		
	Action / Services		
101000	Adding Machine Tape 2 1/4"	Roll	\$ 0.38 \$0.00
101937	Battery, 9v	Each	\$ 0.96 \$0.00
101884	Battery, AA - Drycell	Each	\$ 0.28 \$0.00
101941	Battery, AAA - Drycell	Each	\$ 0.38 \$0.00
101956	Battery, C - Drycell	Each	\$ 0.60 \$0.00
101957	Battery, D - Drycell	Each	\$ 0.83 \$0.00
101005	Binder Clip, Large	Box/12	\$ 1.06 \$0.00
101010	Binder Clip, Medium	Box/12	\$ 0.54 \$0.00
101015	Binder Index - 8 1/2 X 11", clear	Set/5 Tab	\$ 0.30 \$0.00
101020	Binder Index, A-Z, Tab 8 1/2 X 11"	Set	\$ 1.66 \$0.00
101105	Binder Paper	Case	\$ 30.96 \$0.00
101110	Binder, Presentation View, White, 1 1/2"	Each	\$ 2.40 \$0.00
101115	Binder, Presentation View, White, 1"	Each	\$ 2.29 \$0.00
101879	Binder, Presentation View, White, 2"	Each	\$ 2.97 \$0.00
101025	Binding Comb, 1" Black	Box/100	\$ 10.71 \$0.00
101030	Binding Comb, 1/2", Black	Box/100	\$ 4.52 \$0.00

This process applies to those with Microsoft Excel:

With Microsoft Excel, it will have the grey arrow box; however, the drop-down will have Options to choose from. Look for and click on Number Filters, you will then have a small menu box with new options, make sure you check "select all" and "0", then unselect the remaining options, now another menu box will appear highlighting 'greater than', lastly a menu box showing Customer Auto Filter with 4 blank fields click the 1st box on the left and choose the "is greater than" then go to the blank box to the right enter "0" and click ok. This will remove all items that did not have quantities in the D column and only the items you ordered will be left.

The order form will auto-total your items and dollar amount. Once completed please email to: [warehouse@twinriversusd.org](mailto:warehouse@twinriversusd.org).

Supply orders can be submitted as needed, and will be processed as quickly as possible.

### Covid Supply Order Form:

During the pandemic, Warehouse offered the Covid Supply Order Form. This order form is no longer available. If you need COVID supplies, they are still available from the warehouse, but you must purchase them from your site/dept. budget on the stander Warehouse Order form described above.

### Warehouse Purchase Order Receiving Inquires

To check the receipt status of a product ordered against a purchase order:

1. Have the purchase order and vendor name, this information is necessary for expediting your inquiry.
2. Email the above information to warehouse [warehouse@twinriversusd.org](mailto:warehouse@twinriversusd.org).
3. If you do not know the purchase order # please contact the Purchasing Department at ext. 30500 to obtain that information prior to contacting the warehouse.

### Warehouse Supply Returns

Please contact the warehouse to request and coordinate product return and pick up via email: [warehouse@twinriversusd.org](mailto:warehouse@twinriversusd.org); (refer to attached Warehouse Supply/Vendor form)

When returning warehouse supply products, please ensure a copy of the supply order is sent along with the return, this will allow proper credit to be given.

### Vendor Returns

Please email [warehouse@twinriversusd.org](mailto:warehouse@twinriversusd.org) to coordinate the pick-up and return of purchased products to vendors.

Include the purchase order number, vendor name, description of the product being returned, and the reason for the return in your correspondence/conversation.

### Weekly Freight

Freight consists of all items that are purchased for the site from both the warehouse and through a purchase order. Warehouse delivers freight 5 days a week to approximately 10-13 sites per week. During the summer freight routes are suspended and delivered as needed to school sites.

<b>WEEKLY FREIGHT SCHEDULE</b>					
<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	
OAKDALE	KEEMA	WOODRIDGE	CASTORI	VINELAND	
MADISON	DEL PASO	PIONEER	HAGGINWOOD	DRY CREEK	
KOHLER	FAIRBANKS	FOOTHILL RANCH	NORTHWOOD	RIO LINDA PREP	
CCAA 7-12	MOREY	FOOTHILL HIGH	LAS PALMAS EAST	RIO LINDA HIGH	
MPR	GARDEN VALLEY	FRONTIER	LAS PALMAS WEST	ORCHARD	
HILLSDALE	RIO TIERRA	FOOTHILL OAKS	MLK	RIO LINDA PRESCHOOL	
HIGHLANDS H.S.	STRAUCH	RIDGEPOINT	GRANT WEST	WESTSIDE	
ALLISON	SMYTHE K-6	CCAA K-6	TRANSPORTATION	REGENCY PARK	
PACIFIC HIGH	SMYTHE 7-8	SIERRA VIEW	GRANT HIGH	NORWOOD	
F.C.JOYCE	WOODLAKE	VILLAGE	VISTA NUEVA	WINONA FACILITY	
ADULT ED	BABCOCK				
POLICE SERVICES					
D.O.					

### Inter-district Mail Delivery

District mail is picked up daily and brought back to the mailroom, sorted, and placed in the corresponding outgoing mail tub for delivery the next business day.

The district has been broken up into 3 delivery routes; the drivers are on a scheduled route, which leaves the warehouse at 8:30 am.

<b>MAIL ROUTE SCHEDULE (Daily Deliveries)</b>		
<b>ROUTE 1</b>	<b>ROUTE 2</b>	<b>ROUTE 3</b>
OAKDALE	MADISON	VISTA
F.C JOYCE	PIONEER	CASTORI
KOHLER	FOOTHILL OAKS	GRANT WEST
VINELAND	FRONTIER	DEL PASO
DRY CREEK	FOOTHILL HIGH	MOREY
RIO LINDA JR	FOOTHILL RANCH	SCOE
RIO LINDA HIGH	WOODRIDGE	GARDEN VALLEY
ORCHARD	HIGHLAND HIGH	RIO TIERRA
WESTSIDE	HILLSDALE	STRAUCH
REGENCY PARK	MPR	SMYTHE ELEM
NORWOOD	CCAA ELEM	SMYTHE 7-8
FAIRBANKS	ALLISON	WOODLAKE
LAS PALMAS EAST	RIDGEPOINT	BABCOCK
LAS PALMAS WEST	CCAA HIGH	NORTHWOOD
MLK	SIERRA VIEW	
KEEMA	VILLAGE	
TRANSPORTATION	ADULT ED	
GRANT HIGH	BAY (A,B,C)	
HAGGINWOOD	POLICE	
	GCC	



**TWIN RIVERS UNIFIED SCHOOL DISTRICT**  
**WAREHOUSE GEAR TRUCK REQUEST**

PLEASE COMPLETE THE TOP SECTION ONLY, THE BOX AREA IS FOR WAREHOUSE BILLING PURPOSES

SCHOOL SITE: \_\_\_\_\_

EVENT DESTINATION AND ADDRESS: \_\_\_\_\_

GRADE LEVEL ATTENDING EVENT: \_\_\_\_\_

TOTAL NUMBER OF STUDENTS: \_\_\_\_\_

PERSON REQUESTING SERVICE: \_\_\_\_\_

EVENT DEPARTURE DATE: \_\_\_\_\_

DEPARTURE TIME: \_\_\_\_\_

EVENT RETURN DATE: \_\_\_\_\_

RETURN TIME: \_\_\_\_\_

BUDGET CODE TO CHARGE FOR THIS SERVICE: \_\_\_\_\_

BUDGET SERVICES AUTHORIZATION: \_\_\_\_\_

ADMINISTRATOR AUTHORIZATION: \_\_\_\_\_

TRUCK ODOMETER COUNT AT DEPARTURE TRIP: _____
WAREHOUSE RETURN: _____
TRUCK ODOMETER COUNT AT RETURN TRIP: _____
WAREHOUSE RETURN: _____
ROUND TRIP MILES: _____
RATE CHARGED PER MILE: \$ .575
TOTAL CHARGE FOR THE SERVICE: \$ _____
DRIVER NAME: _____
WAREHOUSE MANAGER AUTHORIZATION: _____
(Authorization is to provide service and charge the specified budget)

❖ PRICE SUBJECT TO CHANGE, BASED ON FUEL COSTS

**District Gear Truck Scheduling**

Many of you may not be aware that the warehouse can provide a truck and driver to transport student/staff travel bags (Gear) needed for extended field trips. This service is available and can be obtained using the attached form which can be emailed to [warehouse@twinriversusd.org](mailto:warehouse@twinriversusd.org).

Please submit your request at least 2 weeks prior to your scheduled field trip.

## Request to Move Product

The district warehouse staff will deliver/remove surplus equipment/furniture and other product from the site. Please complete the attached Request to Move form, including the number of boxes or pallets to be picked up (this will assist with determining what driver/truck will be picking up the product). A budget code is required for shredding only.

When multiple items/equipment are to be picked up please use the Surplus Property Removal Log form (Refer to the form shown on page 7) and send it along with the Request to Move form.

Please ensure the product is ready to go before you request the pick-up (i.e. boxes labeled, computers/technology products on pallets and shrink-wrapped). You may order shrink wrap stock # 201660 using the warehouse supply order form, if pallets are needed please contact the warehouse and we will deliver some to your site. Forward your request to Vince Navarrete via email at [warehouse@twinriversusd.org](mailto:warehouse@twinriversusd.org) for coordination.

Please note:

Technology Services must authorize the removal of all technology products. Please ensure Technology Services is notified and Jeremy Briggs [jeremy.briggs@twinriversusd.org](mailto:jeremy.briggs@twinriversusd.org) has approved the removal of equipment prior to Warehouse pick up.

**Warehouse Request to Move**  
3222 Winona Way North Highlands, CA 95660

**Twin Rivers**  
UNIFIED SCHOOL DISTRICT

Please fill out and submit the form below to request to move equipment, furniture, and other items. If you have any questions, feel free to email [warehouse@twinriversusd.org](mailto:warehouse@twinriversusd.org).

Date: Date will be captured on form submission

Originator Name:

Email:

Contact Number:

Site Contact Name:  Same as Originator  Other Contact

Service(s) Requested:  Shred Pick Up  E-Waste Removal  Furniture Removal  
 Furniture Delivery  Site Transfer  Other

From Site:

Site Location:   
(e.g. Nurse's Office, Rm 14, Gym)

To Site:

Site Location:   
(e.g. Nurse's Office, Rm 14, Gym)

Number of Items:   
(e.g. 4 bankers boxes, 2 pallets)

Surplus or E-Waste:  Yes  No

Pictures:

Special Instructions or Detailed Information:

## District assets

Inventoried items (equipment that costs \$500 or more and items listed in the Purchasing section to be inventoried that are less than \$500) must be purchased through the District's Purchasing Department through the purchase requisition/purchase order process, not through Direct Pay or open PO's.

Categorical Inventory:

Schools must inventory all equipment and technology (furniture not included) over \$500 in cost. Some items may require an asset tag if those items that are considered to be high theft items yet cost under \$500, such as iPad.

## Print Shop

### Where does Print Shop fit into the process?

The print shop works very closely with the warehouse and mail room to fulfill print requests. This department houses a graphics coordinator who designs artwork for the District and a Document Publishing Tech Sr. who manages the duplication of items.

### Ordering

The Print Services Department produces curriculum materials, school site administrative printing, and individual classroom and department materials at a low cost.

Orders for Printed Materials must be submitted on Print Services Request Form and must indicate a budget. Prior budget approval, other than Lump Sum Budget, MUST BE obtained before the print shop receives the order. Please contact the Print Services Department for information about individual orders.

### Copyright laws

Copyright laws are strictly enforced at the Print Services Department, and should be enforced at the school sites. – The Copyright laws state:

*In no case shall any district employee or student use District equipment for duplication of copyrighted material for which copyright release has not been obtained and which copying thereof would prevent or circumvent the sale of copyrighted materials.*

Even if the material you would like to have copied is out of print, you must get written permission from the publisher. If the original publisher is out of business, you must contact the publisher that has bought the copyright. Copyright material sent to Print Services needs the original letter or cover page that reads: has written permission.

## Mail Room

### Where does the Mail Room fit into the process?

U.S. and Inter-District mail service, postage meter, and bulk rate postage is a service provided by the Warehouse and Print Services Department. The mail will be delivered daily to each site during the regular school calendar. The Mailroom follows a modified schedule when schools are not in session, or during holidays.