
WAREHOUSE FORMS INVENTORY (PUR-P006)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to replenish warehouse inventory forms for Sacramento Unified School District.

2.0 RESPONSIBILITY:

4.0 DEFINITIONS:

- 4.1 Inventory Reorder Report: Warehouse stock levels
- 4.2 Memorandum: Approval form to originator
- 4.3 Authorizer: Originator of form
- 4.4 Camera ready: Document ready to go to print
- 4.5 H: Requisition for purchase order
- 4.6 R: Requisition for purchase order
- 4.7 P: Purchase order

5.0 PROCEDURE:

- 5.1 Buyer runs an Inventory Reorder Report.
- 5.2 Buyer reviews year-to-date data against report.
- 5.3 Buyer documents any adjustments and identifies quantities to be ordered.
- 5.4 Memorandum requesting review/revisions and a copy of the form are sent to the owner of the form.
- 5.5 original documents to buyer.
- 5.8 Buyer creates "R" requisition in Escape and submits for approval.
- 5.9 Buyer processes and prints the requisition for a purchase order (P) upon approval of requisition.

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- 5.10 Buyer forwards the purchase order and off-line requisition.
- 5.11 Warehouse staff advises buyer of delivery of printed forms.
 - 5.11.1 Buyer inspects shipment prior to receiving on-line.
 - 5.11.2 Warehouse advises buyer of any shortages or overages.
 - 5.11.3 Warehouse staff checks in and places print job on shelf.
- 5.12 Buyer processes Change Order for shortages or overages, when applicable.
- 5.13 Buyer files supporting documentation

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Memorandum
- 6.2 Off-line Printing Requisition
- 6.3 Hard-copy of purchase order
- 6.4 On-line purchase order
- 6.5 Camera-ready document

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Purchase orders	File cabinet in Purchasing	5 years	Discard as desired	Secured Warehouse
Memorandum and	File with	Discard whenon		