

FULLERTON SCHOOL DISTRICT
BUSINESS SERVICES DIVISION

Date: August 18, 2010
To: Office Managers and Clerks
From: Ron Mullins
Supervisor of Purchasing and Stores
Subject: **Stores Orders (Stores Requisitions)**

Listed below are some points to remember relating to ordering stores items:

- The delivery schedule remains unchanged from the prior year.
- The deadline for ordering items/supplies from the warehouse will be 7:00 a.m. the day prior to the scheduled delivery day (not counting weekends and holidays).
- Stores orders are to be electronically entered at your site into the system. If training is required for new personnel, please contact the Business Office senior secretary at extension 416.
- All walkthroughs must be approved by me. In my absence, walkthroughs can be approved by Gary Cardinale or Suwen Su.
- Backorders are now accepted, however, each stores item has a weekly order limit. You will be unable to order more than that limit. Requests for changes to the order limit maximums will be discussed and approved by the Stores Committee.
- Stores orders/discrepancies (missing items, wrong items, etc.) must be reported to the warehouse within seven days, starting on the date the order is received.
- Returns will be accepted within 30 days of delivery, with a copy of the packing slip, but not after the July year-end.

cc: Gary Cardinale
Bette Crider
Becky Silva
Dave Struble