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# WAREHOUSE FORMS INVENTORY (PUR-P006)

Sacramento City Unified School District

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## 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:

- 2.1 Purchasing Buyer/Supervisor

## 3.0 APPROVAL AUTHORITY:

- 3.1 Director of Purchasing \_\_\_\_\_  
Signature Date

## 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 Off-line Printing Requisition: Hard copy purchasing requisition
- 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 Buyer receives camera ready form from authorizer, where applicable.
- 5.6 Buyer completes Off-line Printing Requisition (white & yellow copy) with forecasted quantities and forwards to Central Printing for pricing with original documents.
- 5.7 Central Printing returns Off-line Printing Requisition (white & yellow) w/pricing and 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 Camera-ready document	File with buyer	Discard when revised or deleted	Discard as desired	Secured Warehouse

### 8.0 REVISIONS:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1213/04	A	Initial release
11/28/06	B	Revise 4.1, 5.1, 5.2, & 5.12
11/13/08	C	Revised 5.6, 5.7, & 5.10

\* \* \* E n d o f p r o c e d u r e \* \* \*