



**Boulder Valley School District**

**File: EDA**

**Adopted: date of manual adoption**

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## **RECEIVING AND WAREHOUSING**

The Warehouse Department is responsible for receiving supplies, materials, and equipment to be used in the instructional, administrative, operational, and maintenance activities of the School District.

All incoming shipments are received centrally and checked for shortage or breakage, regardless of whether they are to be delivered to another building immediately or to be stored for requisitioning. Receiving reports are prepared by warehouse or DIMC personnel and sent to the Business Division.

Merchandise is then routed (with the proper documents) to its destination, *e.g.* schools, departments, and/or central storage. Items that are stored will be delivered to the various buildings as later requisitioned.

Current practice codified 1978

NOTE: The Warehouse Department is responsible for distribution of all goods purchased by the District, all interschool mail, all District Instructional Media Center materials, equipment, and supplies, as well as all Food Services supplies. The department has on file detailed procedures regarding receiving, warehousing, and distribution of goods.

**End of File: EDA**