

# VUSD CATALOG

## INSTRUCTIONS FOR ORDERING STORES ITEMS FROM WAREHOUSE

- 1) Stores items are located within the appropriate category, then by the item description name.
- 2) Prices listed herein are those effective as of the catalog publication date. As costs to the District change, accounting procedures will result in the price actually charged to the ordering account to be adjusted accordingly. Therefore, do not depend on these prices for precise budgeting purposes. If needed, current prices may be obtained by looking up the item in Escape Online 5.
- 3) The unit of issue as shown is the only way that items may be ordered. i.e. items listed by dozen must be delivered by the dozen lots and not be fractions of a dozen.
- 4) Items may be ordered from more than one section of the catalog on the same requisition. Multiple accounts may be entered on a single requisition.
- 5) Check the Warehouse Delivery Schedule for your delivery day. Remember, holidays should be anticipated. Please allow a minimum of one week for delivery.
- 6) Items not in stock will not show on your delivered order; these items will automatically be delivered when available. Your requisition will continue to show as "Approved" status until all items are delivered & will then change to "Completed" status. You are NOT REQUIRED to complete another requisition.
- 7) Standard stores items should be utilized whenever possible. Requests for items not listed in the warehouse catalog must be entered on a Vendor Requisition. Please contact our Buyers in the Purchasing Department for assistance or questions.
- 8) SHORTAGE or a Claim for Adjustment must be immediately reported to the Warehouse Director.
- 9) Please consolidate individual school orders whenever possible to most effectively utilize the warehouse delivery staff.
- 10) As changes occur to the catalog, you will be notified via email by the Purchasing Department.
- 11) **RETURNS/CREDITS:** Requests to return merchandise must be submitted in the same school year in which it was ordered. If the merchandise is defective, please contact the Purchasing Department right away.
  - a) To Complete a Stores Return Requisition, please enter information into **all** of the fields including original Req.# and Reason for Return.
  - b) Upon approval, Purchasing will complete the return in EOL5. Both you and the Warehouse will receive email notification. The Warehouse staff will then pick up your return order on their next scheduled delivery date. PLEASE DO NOT "send the items" with the Warehouse Staff until the "Return" process has been completed. Please do not district mail your items to the Purchasing Department.

*(continued on the next page)*

\*`Requisition forms are available on the Purchasing website. To locate our website go to [www.venturausd.org](http://www.venturausd.org) and select Staff Resources, select Intranet, select Purchasing & Warehouse. These forms can all be completed on your desktop and printed; they cannot be saved. Please send completed forms to Purchasing via scan/email, brown mail or fax. The available forms include:

- Vendor Change Order
- Vendor Requisition
- Stores Requisition
- Stores Return Requisition
- Mail Service Request

\*\*You can also find the Warehouse Stores Catalog online!