Category:	Procedure:	
Business Management	**Distribution Center Ordering**	
Descriptor Code:	Issued Date:	Revised Date:
AP-E-100-1	**June 1997**	**October 2003**

THE DISTRIBUTION CENTER IS USED BY FIVE (5) SECTIONS OF SCHOOL OPERATIONS

• Art
• Office
• Custodial
• Medical
• Special Education

At the beginning of each month, the catalog is printed by the Purchasing/Accounts Payable Department. If not received, contact the Distribution Center at 594-1419. Schools may order any item in the catalog; however, each section of the order must be approved.

APPROVAL MUST BE OBTAINED FROM THE APPROPRIATE SUPERVISOR

• Art sections must be sent to Art Supervisor.
• Office sections must be sent to Accounts Payable Supervisor.
• Custodial sections must be sent to Operations Department on 5th Avenue.
• Medical supplies must be sent to Health Supervisor.
• Special Education supplies must be sent to Special Education Consultant.

After approval by the proper office, the order will be forwarded to the Distribution Center for processing.

DISTRIBUTION CENTER

Delivery schedules are created yearly and include all schools. Deliveries will not be made during inclement weather. Orders are prepared and shipped the following day. Schools will be notified of out-of-stock items. Out-of-stock items will not be back-ordered.

DELIVERY PROCEDURES

Deliveries are made to a prearranged door. All products are unloaded and taken to one central location for the order to be checked. A designated person should be assigned at the principal's discretion to receive and check in all deliveries. Custodial supplies will only be signed for by the head custodian or designee. If any discrepancies are found, the driver should resolve the problem. If a shortage has occurred, notify Distribution Center at 594-1419. All delivery receipts are to be signed by the person designated.

WALK IN ORDERS

Walk in orders are on an emergency basis only. A call should be made first to insure the item needed is in stock.