

UNION PUBLIC SCHOOLS



Office, Instructional and Health & Safety Warehouse Supply Catalog

2025-2026

Union Public Schools • Distribution Center and Warehouse
5526 South 129th East Avenue, Tulsa, Ok 74134

Mission: To graduate 100% of our students, college and career ready.

INSTRUCTIONS FOR ORDERING, RECEIVING AND RETURNS

2025-2026

ORDERING

1. Select the items needed from the Supply Catalog and complete an Enterprise ERP (MUNIS) IRQ within the system. Please do not use the "Copy or Duplicate" feature for IRQs, i.e., do not copy a warehouse IRQ from last year to this year. You need to enter a new IRQ each time when requesting inventory items.
2. Within General Notes, specify the building room/location where the order is to be delivered and click on "Print on PO".
3. Once the warehouse request has been released and processed, a **pick ticket** will be printed at the Union Distribution Center.
4. Your order will be processed and scheduled for delivery on your site's weekly delivery day.
5. When asking questions about the order, please refer to the **pick ticket** number (325XXXX), e.g. pick ticket 3250001, not the IRQ number.
6. Where there is no price in the price column of the catalog, the item was ***Out of Stock*** at the time the catalog was produced. You may attempt to order the product, as supplies may have been replenished. In such instances, leave the unit price and extended price blank.
7. Please place ***one (1) large order per month*** and avoid multiple "small" orders, if possible.
8. Due to mid-year inventory count, orders must be entered and released by Friday, December 5, 2025 for delivery before Friday, December 12, 2025.
9. Due to year-end inventory count, orders must be entered and released by Friday, June 6, 2026. Electrician supply orders will end on Friday, June 12, 2026. DO NOT ENTER any orders for 2026-2027 until after July 1, 2026.
10. Please allow ***at least ten (10)*** days for routing, processing, pulling, and delivery of products.
11. Pricing on the printed catalog is subject to change according to the prices in MUNIS. You are not guaranteed the price on the attached catalog.

RECEIVING

1. When your order is delivered, please count and verify the quantity and items on your order. The quantity and items on the **pick ticket** need to match the actual delivered products.
2. If there was a shortage or overage of an item, indicate those discrepancies, in writing, on the **pick ticket**.
3. Sign both copies of the **pick ticket**. Your signature verifies receipt of all items on the **pick ticket**.
4. Please immediately report any discrepancies or delivery issues to Steve Fuller or Mike Fanning. (See contact information below.)

RETURNS

1. Once a **pick ticket** has been "issued" or closed, returns cannot be processed. **Pick tickets** are generally closed within two business days after goods have been delivered.

CONTACTS

Union Warehouse and Distribution Center

Steve Fuller, Coordinator, fuller.steve@unionps.org, 918-357-6179
Mike Fanning, Assistant Coordinator, fanning.mike@unionps.org, 918-357-7069
Receiving Office, 918-357-7070

Purchasing Department

Kurt Frentzel, Director of Purchasing, frentzel.kurt@unionps.org, (918) 357-6177
Stacy Haynes, Purchasing Buyer, haynes.stacy@unionps.org, (918) 357-6167
Brett Peterson, Senior Purchasing Specialist, peterson.brett@unionps.org, (918) 357-6130

Item #	Office/Instructional Supply Item Description	Issuing UOM	Unit Price
00102	BOX,STORAGE,FILE,LETTER/LEGAL,W/LID,12X15X10,WHITE,10/CTN/PKG.	CTN	\$ 22.64
00105	CARDS,5 X 8,RULED INDEX,WHITE,100/PACK	PKG	\$ 0.74
00106	CARDS,5 X 8,UNRULED INDEX,WHITE,100/PACK	PKG	\$ 0.74
00111	CRAYONS,8,LARGE,PRIMARY,CRAYOLA,WASHABLE,8/BOX	BOX	\$ 1.11
00115	CUPS,6 OZ.,STYROFOAM,1000 EACH/CASE	CASE	\$ 22.31
00130	FLAGS,2' X 3',OKLAHOMA,OUTDOOR,EACH	EACH	\$ 16.50
00167	PAD,LEGAL,RULED,8-1/2 x 14,CANARY,50 SHEET/PAD,12/PKG	PKG	\$ 5.77
00205	PAPER,CONST.,PINK,9X12,76LB.,50 SHEETS,PKG.	PKG	\$ 0.43
00216	PAPER,COPY,8-1/2X11,WHITE,20LB.,92 BRIGHT,5000 SHEETS,CASE	CASE	\$ 28.86
00247	PEN,VIS-À-VIS,RED,FINE,WATERBASE,12/BOX	BOX	\$ 6.69
00441	SHARPS,1 GALLON CONTAINER W/RETURN DISPOSAL SHIPPING BOX	EACH	\$ 49.50
00442	MASKS,ADULT,3-LAYER, DISPOSABLE,50/BAG/BOX	BOX	\$ 2.70
00443	MASKS, KN95, N95, BAG/BOX, 25-50 EACH	BOX	\$ -
00446	GLOVES, LRG., NURSES, EXAM, NITRILE, LARGE, 200/BOX	EACH	\$ 13.58
00447	GLOVES, NURSES, EXAM, NITRILE, X-LARGE,180/BOX	EACH	\$ 13.58
00449	GOWNS, PROTECTIVE, FLUID-REPELLING, BLUE, 10/BAG	BAG	\$ 37.51
00450	MASKS,CHILD, DISPOSABLE, 50/BOX	BOX	\$ 2.18
00612	ENVELOPES, PLAIN,UNION LOGO,#10,500/BOX	BOX	\$ 35.98
00613	ENVELOPES,WINDOW,UNION LOGO,#10,WHITE,500/BOX	BOX	\$ 28.26
00615	HEALTH RECORD FORMS,100/BDL	BDL	\$ 14.00