CHAPTER 23

<u>SUPPLY WAREHOUSE PROCEDURES</u>

23-1   The Supply Warehouse Catalog is available electronically in PeopleSoft in the Marketplace.

See the job aids listed in PeopleSoft for creating Marketplace requisitions.

Warehouse deliveries will be made on a first-in, first-out basis. Deliveries will typically be made within five business days of the requisition approval. At the end of the year, deliveries for summer school and start-up supplies for new fiscal year may be prioritized to maximize efficiencies.

Orders will be delivered to the Main Office and/or the loading dock at your request. Further distribution will be the responsibility of the school. Please plan accordingly.

If you have any comments regarding the Supply Warehouse services and operation, please contact the General Manager of Construction & General Services.

23-2   **Obsolete Inventory in the Supply Warehouse**

The General Manager of Construction & General Services will review excess and obsolete items annually to determine whether an item(s) should be eliminated from the Warehouse inventory/catalog. Based upon usage for the preceding 13 months and the availability and pricing from outside vendors, the General Manager of Construction & General Services will determine whether such items will be eliminated from inventory.

23-3   **Adjustments to the Supply Warehouse Inventory**

Adjustments to the Supply Warehouse Inventory as a result of cycle counting or the annual physical inventory will be made only with the approval of the General Manager of Construction & General Services and/or the Director of Purchasing.

MAIL DELIVERY

The purpose of the District Mail Services (Pony) operation is to provide delivery of interoffice mail within the District operations. Only mail being transported from one District entity to another may be carried by the District Mail Services operation. Mail transported by the District Mail Services operation must be District business related mail initiated by a District department or school for delivery to another district department or school.

SPECIAL REQUESTS FOR MAIL DELIVERY SERVICE

To assist the Mail Room (Pony) in providing prompt and efficient service to you, the **Special Mail Service Delivery Request** form (PBSD 1773) is provided for your use. This form can be downloaded from the School District web page on the Internet.

The **Special Mail Service Delivery Request** form should only be used to request delivery support for special tasks not included in the normal day to day service (Testing and other similar periodic mailings). The use of this form will also assist the pony staff in keeping track of the workload and help in scheduling tasks to ensure they are completed in a timely manner.

Any questions regarding the use of this form or any problems with the mail service (PONY) please contact the General Manager of Construction & General Services.

BULK MAIL PROCEDURES

The following information is being provided for your use in processing bulk mail. Please use this information as a basic guideline when preparing bulk mail and first class mail to be taken to the Post Office. This information will assist in ensuring that your mail gets to the desired destinations in a timely manner. For the most current US Post Office information, go to their website at www.USPS.com.

1. Bulk mail should consist only of **newsletters, form letters, flyers, and anything being set out for advertising purposes**. **Pieces are generally identical in content**. All other mail not falling into these categories should be sent as first class mail. Bulk mail should not consist of bills, statements, personal correspondence or payroll checks or anything for which timely delivery is necessary.

2. Bulk mailings should consist of at least 200 pieces or a total of 50 pounds. Each individual piece must weigh less than a pound.

3. Once items being mailed as "bulk mail" meet the processing criteria, you will need to sort them and place them in trays as follows:

    A. Put all pieces in Zip Code order.

    B. Group them according to the first three digits of their Zip Codes.

    C. When there are ten or more pieces to the same five digit Zip Code, band them in a package with rubber bands and place in a tray. The maximum thickness of each package is six inches. If you have at least 150 pieces to the same five-digit Zip Code, do not band them if the tray is full. Label each package with a red label "D".

    D. When there are ten or more pieces (up to six inches thick) to the same three-digit Zip Code prefix, band them into packages.

    E. Label each package with a green label "3".

    F. Should you have any mail left which does not fall into either of these categories, refer to attachment 1 for further instructions.

4. Before going to the Post Office, be sure to know your permit number and bring the amount of money needed for the mailing to deposit in the District's permit account.

5. Attachment 2 is the form that needs to be completed in order to process the bulk mailings. This form should not be photocopied. Only originals are accepted.

6. Forms and any other necessary supplies including stickers, trays, etc. may be picked up at the Post Office at 3200 Summit Boulevard, West Palm Beach.

The above information is intended to assist in making the mailing process more comprehensible and efficient to all. Failure to properly sort mail could result in the Post Office refusing to deliver mail and possible cancellation of our permit. If you have further questions about anything not mentioned here or if you would like further clarification, please contact the Mail Foreperson.