

PURCHASING AND WAREHOUSE SERVICES

Twin Rivers Unified School District Procurement Handbook

Purchasing
Warehouse
Print Shop
Mail Room

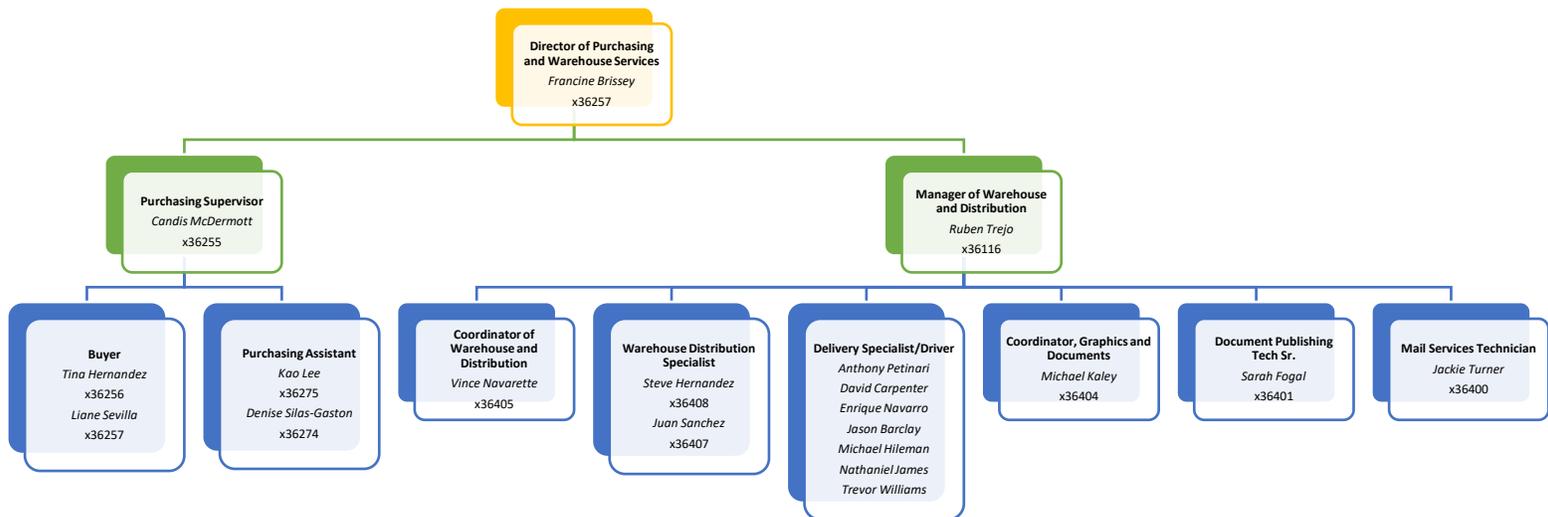
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About Purchasing and Warehouse Services

The Purchasing, Warehouse, Print Shop, and Mail Services departments are all part of Purchasing and Warehouse services. Our physical offices are located at 3222 Winona Way, North Highlands, CA 95660.

Department information, procedures, order forms, printed materials, and guidelines are available on the District website or the District Staff Room for employees.



Purchasing Services

Where does purchasing fit into the process?

Purchasing is one part of the Administrative Services Team; the goal of the purchasing team is to purchase goods and services for the District at competitive prices. Below is an outline of how the Purchasing Department fits into the District.

The Board of Trustees	Establishes a purchasing policy to insure goods and/or services are purchased in a prompt, cost-effective, and legal manner.
The Superintendent and Administration	Establishes direct purchasing procedures to insure all purchases receive the proper review, approval or disapproval by the responsible program or site manager and the Director of Purchasing.
The Employee	Identifies the need, initiates the request for goods or services, and obtains the approval of the responsible site or program manager. Under no condition is the employee allowed to commit district funds without an authorized purchase order.
Principal or Department Head	Insures there are funds available, approves the request, and submits the requisition to the next level of the approval process if required or to Budget for budget review.
Budget Services	Verifies that the responsible program has adequate funds to make the purchase, and forwards the requisition to the Purchasing Services.
Purchasing Services	Has the sole authority to prepare and issue purchase orders for public works, goods and services. The department: <ul style="list-style-type: none">• Ensures legality of all purchases.• Acts as a clearinghouse for vendors and vendor negotiations.• Establishes purchasing standards and specifications.
Director of Purchasing Receiving Department	Approves the final purchase order Verifies the quantity of goods or services received and forwards receiving documents to Accounting.
Accounting Services	Pays the vendor after the materials, equipment or services are received and an invoice has been submitted by the vendor.

The Purchase Process

Outline

The purchasing process varies from organization to organization, however there are some essential pieces that will remain the same. At Twin Rivers we follow the process outlined below, however, this manual will focus on the responsibilities of the Employee and the Site Administrator/Program Manager.

Employee

- Identify need
- Shops for pricing – obtains quote
- Fills out purchase requisition form via QSS
- Obtains signature of the site / program manager
- Requisition electronically through the approval process

Site Administrator / Program Manager

- Insures the program budget can pay for the purchase
- Assigns proper budget name and numbering
- Approves purchase requisition and sends it to the District Office for Categorical and or Budget Approval

Categorical and or Budget Services

- Checks budget and signatures
- Verifies availability of Funds
- Approves purchase requisition
- Sends purchase requisition for any additional required signatures and then to Purchasing Services

Purchasing Services

- Checks budget and signatures
- Verifies prices
- Does comparative shopping
- Checks for compatibility with District Standards
- Performs legal research
- Selects qualified / reliable vendors
- Assigns vendor number
- Prepares Purchase Order
- Sends copies of Purchase Order to proper offices
- Forwards original to vendor

Receiving Department

- Notes items received on Purchase Order receiving copy
- Indicates partial or complete shipment
- Signs and dates receiving copy
- Sends packing slip / receiving document to Accounting Services

Accounting Services

- Matches Purchase Order with vendor invoice and checks receiving copy to verify for payment
- Issues warrant for the amount of purchase

Employee

Identify a need – Shop for a quote

The first step in any procurement process requires an identifiable need. This starts with the employee, a teacher, administrative assistant, or administrator. Once the need is identified a comparative shopping process will begin.

Comparative Shopping

To ensure that Twin Rivers is obtaining materials and services at the most competitive price, state law requires “comparative shopping” before the purchase is made. The guidelines for comparative shopping vary according to the size of the purchase, ranging from informal price quotes to official, advertised requests for sealed bids. This process begins with the employee seeking the goods or services, and depending on the price can require the assistance of the purchasing department. These guidelines are described as follows:

Informal Quotes

\$0-\$1,000 1 informal quote or shopping cart

An informal quote or shopping cart is required for items \$0 - \$1,000. Two informal quotes or shopping carts are required for purchases ranging from \$1,000 to \$5,000 from three separate sources. The originator may obtain the quotes, or the purchasing staff can assist upon request prior to actual purchase. Three shopping carts from different online vendors are acceptable for informal quotes.

Formal Quotes

3 formal quotes are required for purchases from \$5,000 up to the bid limit (currently **\$99,100** for Services and materials, and **\$60,000 to \$200,000** for CUPCCAA*(Public Works require an “Informal Bidding Process”). The employee may obtain a formal quote that is written on vendor letterhead or on a Twin Rivers quotation form and signed by an authorized employee of the vendor. The quotes are to be attached to the purchase requisition. If requested, the Purchasing Department will perform this task. Purchases for services should be accompanied by a Service Agreement Contract and submitted to the Purchasing Department for approval and processing. An informal quote may be accepted with Purchasing’s Approval.

Advertised Bids

All purchases that exceed the legal bid limits, (currently **\$99,100** for services and materials, and **\$200,000** for CUPCCAA* Public works), must go through the advertised bid procedure required by the State of California. The recommended award must then be approved by the Board of Trustees. District

funds cannot be committed prior to the Board approval on purchases of this size. Advertised bids are handled by the Purchasing Department or Facilities for Public Works. The bid process may take six to eight weeks from the time of budget approval to the final authorization of the Board of Trustees.

***All Public Works Projects Must Go through Facilities and the Contract Services Department.**

"If all bids received are in excess of \$200,000, the governing body of the public agency may, by adoption of a resolution by a 4/5 vote, award the contract at \$212,500 or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was responsible."

Sole Source

Any purchase of materials or services that are available from only one source. This written documentation would take the place of the required formal quote/bid and will be obtained and approved by the Purchasing Department.

[Open Purchase Orders](#)

Open Purchase Orders are available to departments that need to purchase items on an immediate need. Office and instructional supplies, custodial, equipment, and technology items should be purchased through a comparative and competitive process, and should not be purchased through an Open Purchase Order.

Multiple shopping carts serving as quotes are acceptable for informal quotes, however it is always best and acceptable to solicit formal quotes. Vendors frequently offer discounted pricing for school districts, and almost always offer bulk pricing if buying large quantities.

If you have an immediate need and feel the standard requisition process will take too long, call the PURCHASING DEPARTMENT at: 916-566-1618. The Purchasing Department will see that you get an approved Purchase Order in the time required. DO NOT, under any circumstances, place an order without an authorized Purchase Order from the Purchasing Department.

[Ordering Items for preview, demo, or "on approval"](#)

The procedures for ordering preview or demo products/materials are the same as ordering non-stock items through Purchasing with Budget approval, with the following additional steps:

When the Purchase requisition form is prepared, a statement is added "Demo", "30-day preview," "on approval" or whatever the offer may be. If any special offers or advertising materials is necessary to complete the purchase, please attach to the requisition form.

When the products/materials arrive, if you decide to keep it, send a note stating this, including the purchase order number to Accounts Payable.

If you plan to return the materials, send them to the warehouse with a notation that they should be returned, along with a Warehouse Return Report, available on the warehouse web page or the on-line forms section.

With the proper paperwork, the warehouse will be responsible for returning the material. All items will be insured as a proof of return.

Ordering Capital Outlay Equipment (Items with a unit cost of +\$5000)

Capital outlay equipment purchases, or purchasing items with a unit cost over \$5000, must have prior budget approval. A Purchase Requisition must be sent to the Purchasing Department with appropriate approvals indicated before the purchase is made.

Ordering Technology

Before you order computers, printers, surge protectors, printer cables, or software; before you require wiring or network services; or have needs relating to technology, please contact the Purchasing or Technology Services Department. The Purchasing Department works closely with the Technology Department to insure the District receives the best price for the best quality equipment, and that the District Standards are following our District Technology Plan. Getting the correct information before you order can save time and frustration when ordering technology.

The Technology Services department is ready to help you make solid decisions when purchasing equipment and software for your Classroom, Department, and Site. There are many options and configurations as well as system requirements to consider before making a purchase.

The District's network is a business class or what is known as an Enterprise Infrastructure. There is a big difference in performance between Consumer grade and Enterprise grade products. The network is specifically configured for Twin Rivers use. Adding non-configured consumer grade devices to the network can and usually does cause problems at the classroom and site level. Sometimes at the district wide level too. Anytime you want to purchase something that will be connecting to the network either through a port in the wall or though the wireless, please contact us so we can help you choose product that we can assure will work properly.

Software packages are not all created equally and have differing ranges of hardware requirements. Before purchasing a software package that is not already in use in the district, you must contact us so we can make sure it will work properly on your classroom or site system(s).

You can always call Technology Services at extension 55555 for any questions you may have.

Expense Reimbursement

The purpose of the Request for Direct Payment Form is to reimburse District Employees for out-of-pocket expenses incurred on behalf of the District for travel or the purchase of materials and supplies purchased on an emergency basis.

The reimbursement process is not to be used to bypass the purchasing process. It is to be used in emergency situations, and where use of a purchase order is impractical.

All purchases must be pre-approved.

Enter requisition in QSS

All purchase requisitions must be submitted on QSS for routing and approval. There are few exceptions that require a paper requisition, below is an example of both forms. Access to QSS is authorized by the department head, and is typically given to admin staff such as Office Managers, Secretaries, and Department Heads. Purchasing Services offers individualized training, so please contact the Purchasing Supervisor to setup a training for you or your team.

Requisition Entry 90 - TWIN RIVERS UNIFIED SD QSS/OASIS

File Options Help

Save and Return Save Save Draft Close Change Inspect Items Notes Options

FY: 22 RQ: 020077 PO: 220015 VE: 832461/00 CARTPROS LLC InspectMode

Change Order: N/A Date Paid: N/A Date Printed: 07/06/2021 EMS0-05/19/2021-21:10:43

Requisition: 020077 Purchase Order: 220015 Control #: Warehouse: Stores Order:

Vendor/Addr#: 832461 / 00-CAMUNDSON@CART Date: 07/01/2021

PO Type: Delivery By: Confirming: 0 - No confirmation message

Description: TRANSPORTATION Tax %: 8.000 % B Ship To: 0000 TRUSD WAREHOUSE (0000)

Submitted by: TRANSPORTATION Terms: NET 30 Commodity:

Site: 0260 TRANSPORTATION (0260) FOB: Attachment Req/PO: N/N

Buyer: ES Program: Misc Date: Misc:

Routing Group: TRANSP SVCS Room: Discount: .000 % Shipping %: .00

Accounts

Ln	Fd	Resc	Y	Objt	Ste	Goal	Fctn	Op1	Op2	Percent	Budget Balance
1	L			01-0720-0-4350-260-0000-3600-000-626						100.00	1,800.00

Address (00) Additional Shipping Beg Message End Message

Vendor: CARTPROS LLC
CAMUNDSON@CARTPROS.COM
4900 N. 44TH ST. #2046
PHOENIX, AZ 85018

Remit: CARTPROS LLC
CAMUNDSON@CARTPROS.COM
4900 N. 44TH ST. #2046
PHOENIX, AZ 85018

Profile: 10016 GUIPURCH: YYYQ10016 YNNY13324N YAY Yr: 2022 Dist: 90 Site: 50 GS: W 4/8/2022 9:53:38 AM

Requisition Entry 90 - TWIN RIVERS UNIFIED SD QSS/OASIS

File Options

Save Item Save Item/Main Save Item/Main/Save Main Add Item Save Item/Add Item Cancel Item

FY: 22 RQ: 020077 PO: 220015 VE: 832461/00 CARTPROS LLC InspectMode

Change Order: N/A Date Paid: N/A Date Printed: 07/06/2021 EMS0-05/19/2021-21:10:43

Subject to tax: 0.00 Rate: 8.000 % Sub Total: 500.00 Total Tax: 0.00 Total: 500.00

Item 1 of 1

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
1	Yes	Calculate Percentage	1	LOT	500.0000	500.00	No	000000	

Discount Flag: No Discount Discount Percentage: .0000 % Discount Amount: 0.00

Description: 44 lines remaining
OPEN PURCHASE ORDER FOR GOLF CART PARTS FROM 07/01/21 TO 06/30/22.
AUTHORIZED USERS:
RAY MANALO
DAN BEAM
TIM SHANNON
ERIKA SABER
ABOVE PURCHASE ORDER NUMBER MUST APPEAR ON INVOICES

Accounts

Ln	Fd	Resc	Y	Objt	Ste	Goal	Fctn	Op1	Op2	Amount	Percent
1	L			01-0720-0-4350-260-0000-3600-000-626						500.00	100.00

Items

Item	Print	Split	Quantity	Unit	Unit Cost	Sub-Total	Estimated Tax	Est. Total w/ Tax	Tax	Stock#	FA	DF	Disc%	Disc Amt
1	Y	CP	1.00	LOT	500.0000	500.00	0.00	500.00	N	000000	N		0.0000	0.00

Profile: 10016 GUIPURCH: YYYQ10016 YNNY13324N YAY Yr: 2022 Dist: 90 Site: 50 GS: W 4/8/2022 9:54:18 AM

Twin Rivers
UNIFIED SCHOOL DISTRICT

Purchase Requisition
Please retain a copy of this Purchase Requisition Form

1. School or Department → Name of School/Department _____ Date _____

5. Suggested Vendor → Vendor # _____ Employee Placing Order: _____

6. Phone & Fax Number → Address _____ Employee Location To Receive Order: _____
City _____ State _____ Zip _____ Department Head _____
Phone _____ Fax _____ Principal/Program Manager _____

3. Charge Expense → Charge Expense To: check here

FUND	RESOURCE	FY	OBJECT	LOCATION	GOAL	FUNCTION	LOT 1	LOT 2

7. Quantity →

8. Unit (sets, pkg., etc.) →

9. Description of purchase (part number, brand, etc.) →

Quantity	Unit	Description	Unit Cost	Total Cost
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

10. Unit Cost →

11. Sales Tax →

PRIC-APPROVALS:	Signature	Date	SUB-TOTAL
Principal/Administrator: _____			TAX
Categorical Administrator: _____			SHIPPING
Budget Administrator: _____			TOTAL
Assistant/Resource Supervisor: _____			

4. Categorical →

Categorical Program Justification of Expenditure	Purchasing Department Only
Use: _____	Req.#: _____
Component: _____	P.O.#: _____
Objective: _____	Completion Date: _____

2. Person to receive order →

12. Approved By (All appropriate signatures must appear) →

Site Administrator

Insure the program can pay for the purchase

It is the responsibility of the administrator to verify the budget code and confirm that their program can support the purchase of the items being requested. This can be done by connecting with your budget tech or by checking your accounts in QSS. When an account line is entered in QSS, it will not allow you to proceed if the account will be over drawn.

Approves Requisition

Once the accounts and items have been reviewed, an approval is required. This approval can be given by selecting the requisition and clicking the green arrow at the top of queue management to approve. Purchasing is happy to offer training in approvals by appointment. Please either contact the Purchasing Supervisor or Director of Purchasing to set up the appointment.

Warehouse

Where does warehouse fit into the process?

The District Warehouse operates with the goal of having on hand most of the common items needed by teachers and support staff. Products needed that are not carried in the warehouse can be ordered upon request at a substantial savings by working directly with the Purchasing Department to leverage contract pricing and bulk ordering.

- Operates the District Warehouse, stocking commonly used items in bulk.
- Maintains an inventory control system for district furniture, equipment and property.
- Provides warehouse assistance with textbook and library services inventory.
- Receives all materials and supplies, insuring accurate receiving procedures and forwarding documentation to Accounts Payable.
- Handles all replacements and returns.
- Delivery of all District materials, supplies, food, and mail.
- Provides moving services for all sites and departments.
- Provides Gear Truck for field trips
- Disposes of surplus, scrap, or obsolete material; removes confidential documents to be shredded

Important Warehouse Forms available on the Twin Rivers Staff Room under Forms, here are some examples of those forms:

- Warehouse Return Report
- Gear Truck Request
- Surplus Property Removal Log
- Updated Warehouse Order Form 1-15-2021
- Warehouse Order Form_COVID-19 Form – updated regularly
- Warehouse Request to Move

Supply Order

The Warehouse Supply Order form is located on the Twin Rivers Unified School District website under the on-line form's icon.

Required fields to complete are:
(refer to attached form)

- The school site/department, (please include your site #)
- Include your supply budget code
- Person to receive order
- Administrator’s Name
- Scroll down to the item(s) you would like to order, input quantity
- Once all quantities are input you can filter the order so that only items ordered show on the form.

Site Name/Site #		Tracking	
01	CLASSROOM/OFFICE SUPPLIES	REVISED 03/18/2022RT	
BUDGET	#		
PERSON TO RECEIVE ORDER	NAME		
ADMINISTRATOR SIGNATURE	NAME		
Justification of Expenditure	Goal:		
	Action / Services		
101000	Adding Machine Tape 2 1 / 4"	Roll	\$ 0.38 \$0.00
101937	Battery, 9v	Each	\$ 0.96 \$0.00
101884	Battery, AA - Drycell	Each	\$ 0.28 \$0.00
101941	Battery, AAA - Drycell	Each	\$ 0.38 \$0.00
101956	Battery, C - Drycell	Each	\$ 0.60 \$0.00
101957	Battery, D - Drycell	Each	\$ 0.83 \$0.00
101005	Binder Clip, Large	Box/12	\$ 1.06 \$0.00
101010	Binder Clip, Medium	Box/12	\$ 0.54 \$0.00
101015	Binder Index - 8 1/2 X 11", clear	Set/5 Tab	\$ 0.30 \$0.00
101020	Binder Index, A-Z, Tab 8 1/2 X 11"	Set	\$ 1.66 \$0.00
101105	Binder Paper	Case	\$ 30.96 \$0.00
101110	Binder, Presentation View, White, 1 1/2"	Each	\$ 2.40 \$0.00
101115	Binder, Presentation View, White, 1"	Each	\$ 2.29 \$0.00
101879	Binder, Presentation View, White, 2"	Each	\$ 2.97 \$0.00
101025	Binding Comb, 1" Black	Box/100	\$ 10.71 \$0.00
101030	Binding Comb, 1/2", Black	Box/100	\$ 4.52 \$0.00

This process applies to those with Microsoft Excel:

With Microsoft Excel, it will have the grey arrow box; however, the drop down will have Options to choose from. Look for and click on Number Filters, you will then have a small menu box with new options, make sure you check “select all” and “0”, then unselect the remaining options, now another menu box will appear highlight ‘greater than”, lastly a menu box showing Customer Auto Filter with 4 blank fields click the 1st box on the left and choose the “is greater than” then go to the blank box to the right enter “0” and click ok. This will remove all items that did not have quantities in the D column and only the items you ordered will be left.

The order form will auto total your items and dollar amount. Once completed please email to: warehouse@twinriversusd.org.

Supply orders can be submitted as needed, and will be processed as quickly as possible.

Site Name/Site #		Tracking	
09	COVID-19 PPE	REVISED 08/20/2021(RT)	
BUDGET	#	01.3212.0.4300.xxx.0000.3140.286-370	
PERSON TO RECEIVE ORDER	NAME	Please add in your site code	
ADMINISTRATOR SIGNATURE	NAME	Please send to budget first for approval	
Justification of Expenditure	Goal:		
	Action / Services		
*Items with red strikes are currently out of stock. **This order form will be updated regularly to reflect our current inventory. To ensure that you have the most update form please download from the forms site for each new order.			
101884	BATTERY, AA DRYCELL	Each	\$ 0.28 \$0.00
101937	BATTERY, 9V DRYCELL	Each	\$ 0.96 \$0.00
101941	BATTERY, AAA DRYCELL	Each	\$ 0.28 \$0.00
101956	BATTERY, C DRYCELL	Each	\$ 0.59 \$0.00
101957	BATTERY, D DRYCELL	Each	\$ 0.83 \$0.00
502100	HAND SANITIZER 1 GALLON REFILL	Each	\$ - \$0.00
201873	LARGE DRY WIPE BUCKET REFILL	PK/2	\$ 114.07 \$0.00
503000	LIQUID HAND SANITIZER 16.9oz	Each	\$ - \$0.00
502800	LARGE DRY WIPE BUCKET	Each	\$ 56.89 \$0.00
502700	DRY WIPES TEACHER SET	Box/12	\$ 67.88 \$0.00

Covid Supply Order Form:

During the pandemic, the COVID Supply order form can be used. This form is a simplified version of the standard Supply Order Form and consists of items need in response to COVID 19, such as PPE, headphones and batteries. The COVID Supply Order Form can be found in the Staff Room under Forms and it will follow the same

process as the standard form. Although these requests will still need budget approval, the funds will not come out of site or department budgets, instead these items are funded with Esser Funds. The Budget code is pre-entered and will only require your Site number to make the budget string complete.

Warehouse Purchase Order Receiving Inquires

To check the receipt status of product ordered against a purchase order:

1. Have the purchase order and vendor name, this information is necessary in expediting your inquiry.
2. Email warehouse receivers: steve.hernandez@twinriversusd.org, ext. 50684 or juan.sanchez@twinriversusd.org, ext. 50685 or warehouse@twinriversusd.org.
3. If you do not know the purchase order # please contact the Purchasing Department @ 566-1618 to obtain that information prior to contacting the warehouse.

Warehouse Supply Returns

Please contact Vince Navarrete or Ruben Trejo to request and coordinate product return and pick up via email: warehouse@twinriversusd.org; (refer to attached Warehouse Supply/Vendor form)

When returning warehouse supply product, please ensure a copy of the supply order is sent along with the return, this will allow proper credit to be given.

Vendor Returns

Please email: warehouse@twinriversusd.org to coordinate the pick-up and return of purchased product to vendors.

Include purchase order number, vendor name, description of product being returned, and the reason for the return in your correspondence/conversation.

Weekly Freight

Freight consists of all items that are purchased for the site from both the warehouse and through a purchase order. Warehouse delivers freight 5 days a week to approximately 10-13 sites per week. During the summer freight routes are suspended and delivered as needed to school sites.

WEEKLY FREIGHT SCHEDULE								
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY
OAKDALE		KEEMA		WOODRIDGE		CASTORI		VINELAND
MADISON		DEL PASO		PIONEER		HAGGINWOOD		DRY CREEK
KOHLER		FAIRBANKS		FOOTHILL RANCH		NORTHWOOD		RIO LINDA PREP
CCAA 7-12		MOREY		FOOTHILL HIGH		LAS PALMAS EAST		RIO LINDA HIGH
MPR		GARDEN VALLEY		FRONTIER		LAS PALMAS WEST		ORCHARD
HILLSDALE		RIO TIERRA		FOOTHILL OAKS		MLK		RIO LINDA PRESCHOOL
HIGHLANDS H.S.		STRAUCH		RIDGEPOINT		GRANT WEST		WESTSIDE
ALLISON		SMYTHE K-6		CCAA K-6		TRANSPORTATION		REGENCY PARK
PACIFIC HIGH		SMYTHE 7-8		SIERRA VIEW		GRANT HIGH		NORWOOD
F.C.JOYCE		WOODLAKE		VILLAGE		VISTA NUEVA		WINONA FACILITY
ADULT ED		BABCOCK						
POLICE SERVICES								
D.O.								

Inter-district Mail Delivery

District mail is picked up daily and brought back to the mailroom, sorted and placed in the corresponding outgoing mail tub for delivery the next business day.

The district has been broken up into 3 delivery routes; the drivers are on a scheduled route, which leaves the warehouse at 8:30 am.

MAIL ROUTE SCHEDULE (Daily Deliveries)		
ROUTE 1	ROUTE 2	ROUTE 3
OAKDALE	MADISON	VISTA
F.C JOYCE	PIONEER	CASTORI
KOHLER	FOOTHILL OAKS	GRANT WEST
VINELAND	FRONTIER	DEL PASO
DRY CREEK	FOOTHILL HIGH	MOREY
RIO LINDA JR	FOOTHILL RANCH	SCOE
RIO LINDA HIGH	WOODRIDGE	GARDEN VALLEY
ORCHARD	HIGHLAND HIGH	RIO TIERRA
WESTSIDE	HILLSDALE	STRAUCH
REGENCY PARK	MPR	SMYTHE ELEM
NORWOOD	CCAA ELEM	SMYTHE 7-8
FAIRBANKS	ALLISON	WOODLAKE
LAS PALMAS EAST	RIDGEPOINT	BABCOCK
LAS PALMAS WEST	CCAA HIGH	NORTHWOOD
MLK	SIERRA VIEW	
KEEMA	VILLAGE	
TRANSPORTATION	ADULT ED	
GRANT HIGH	BAY (A,B,C)	
HAGGINWOOD	POLICE	
	GCC	



TWIN RIVERS UNIFIED SCHOOL DISTRICT
WAREHOUSE GEAR TRUCK REQUEST

PLEASE COMPLETE THE TOP SECTION ONLY, THE BOX AREA IS FOR WAREHOUSE BILLING PURPOSES

SCHOOL SITE: _____

EVENT DESTINATION AND ADDRESS: _____

GRADE LEVEL ATTENDING EVENT: _____

TOTAL NUMBER OF STUDENTS: _____

PERSON REQUESTING SERVICE: _____

EVENT DEPARTURE DATE: _____

DEPARTURE TIME: _____

EVENT RETURN DATE: _____

RETURN TIME: _____

BUDGET CODE TO CHARGE FOR THIS SERVICE: _____

BUDGET SERVICES AUTHORIZATION: _____

ADMINISTRATOR AUTHORIZATION: _____

TRUCK ODOMETER COUNT AT DEPARTURE TRIP: _____	WAREHOUSE RETURN: _____
TRUCK ODOMETER COUNT AT RETURN TRIP: _____	WAREHOUSE RETURN: _____
ROUND TRIP MILES: _____	
RATE CHARGED PER MILE: \$.575	
TOTAL CHARGE FOR THE SERVICE: \$ _____	
DRIVER NAME: _____	
WAREHOUSE MANAGER AUTHORIZATION: _____ <small>(Authorization is to provide service and charge the specified budget)</small>	

❖ PRICE SUBJECT TO CHANGE, BASED ON FUEL COSTS

District Gear Truck Scheduling

Many of you may not be aware that the warehouse can provide a truck and driver to transport student/staff travel bags (Gear) needed for extended field trips. This service is available and can be obtained using the attached form which can be emailed to warehouse@twinriversusd.org.

Please submit your request at least 2 weeks prior to your scheduled field trip.

Request to Move Product

The district warehouse staff will deliver/remove surplus equipment/furniture and other product from the site. Please complete the attached Request to Move form, include the number of boxes or pallets to be picked up (this will assist with determining what driver/truck will be picking up the product). Budget code is required for shred only.

When multiple items/equipment are to be picked up please use the Surplus Property Removal Log form (Refer to form shown on page 7) and send it along with the Request to Move form.

Please ensure the product is ready to go before you request the pick-up (i.e. boxes labeled, computers/technology product on pallets and shrink wrapped). You may order shrink wrap stock # 201660 using the warehouse supply order form, if pallets are needed please contact the warehouse and we will deliver some to your site. Forward your request to Vince Navarrete via email warehouse@twinriversusd.org for coordination.

Please note:

Technology Services must authorize removal of all technology products. Please ensure Technology Services is notified and Jeremy Briggs jeremy.briggs@twinriversusd.org has approved removal of equipment prior to Warehouse pick up.

The screenshot shows a web form titled "Warehouse Request to Move" for Twin Rivers Unified School District. The form includes fields for Date, Originator Name, Email, Contact Number, Site Contact Name (with radio buttons for "Same as Originator" and "Other Contact"), Service(s) Requested (checkboxes for Shred Pick Up, E-Waste Removal, Furniture Removal, Furniture Delivery, Site Transfer, and Other), From Site (dropdown), Site Location (text input with example), To Site (dropdown with "PURCHASING/WAREHOUSE/PRINT" selected), Site Location (text input with example), Number of Items (text input with example), Surplus or E-Waste (radio buttons for Yes and No), Pictures (Upload button), and Special Instructions or Detailed Information (text area). At the bottom are "Submit" and "Save as Draft" buttons.

District assets

Inventoried items (equipment that costs \$500 or more and items listed in the Purchasing section to be inventoried that are less than \$500) must be purchased through the District's Purchasing Department through the purchase requisition/purchase order process, not through Direct Pay or open PO's.

Categorical Inventory:

Schools must inventory all equipment and technology (furniture not included) over \$500 in cost. Some items may require an asset tag if those items that are considered to be high theft items yet cost under \$500, such as iPad.

Print Shop

Where does Print Shop fit into the process

Printshop works very close with warehouse and mail room to fulfill print requests. This department houses a graphics coordinator who designs art work for the District and Document Publishing Tech Sr. who manages the duplication of items.

Ordering

The Print Services Department produces curriculum materials, school site administrative printing, and individual classroom and department materials at a low cost.

Orders for Printed Materials must be submitted on Print Services Request Form and must indicate a budget. Prior budget approval, other than Lump Sum Budget, MUST BE obtained before print shop receives the order. Please contact the Print Services Department for information about individual orders.

Copyright laws

Copyright laws are strictly enforced at the Print Services Department, and should be enforced at the school sites. – The Copyright laws state:

In no case shall any district employee or student use District equipment for duplication of copyrighted material for which copyright release has not been obtained and which copying thereof would prevent or circumvent sale of copyrighted materials.

Even if the material you would like to have copied is out of print, you must get written permission from the publisher. If the original publisher is out of business, you must contact the publisher that has bought the copyright. Copyright material sent to Print Services needs the original letter or cover page that reads: has written permission.

Mail Room

Where does the Mail Room fit into the process?

U.S. and Inter-District mail service, postage meter and bulk rate postage is a service provided by the Warehouse and Print Services Department. The mail will be delivered daily to each site during the regular school calendar. The Mailroom follows a modified schedule when schools are not in session, or during holidays.