

Warehouse

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The Warehouse, located at 1290 Ridder Park Drive, is the central receiving point for items intended for the COE sites and Central Office administration.

Receipt of Merchandise

Upon receipt of merchandise, the Warehouse is responsible for the following tasks:

1. Inspect the merchandise to determine whether the quantity and general description conform to the Purchase Order specifications.
2. Check for any visible shipping damage. If there are no problems, the merchandise will be delivered to the requesting department or site.
3. Persons in the requesting department must verify that there is no concealed damage. The Warehouse staff must be notified immediately if there are any discrepancies or concealed damage.
4. Failure to report discrepancies of concealed damage to the Warehouse **within five (5) business days** may jeopardize corrective action.
5. Packages, matched to a Blanket Purchase Order or showing a name or department only, are logged out immediately for delivery.

Receipt of Merchandise by Requestor

Occasionally, the merchandise will be picked up by the requestor or it will be delivered directly to the requestor.

Using a PO for the Order:

When the merchandise is received or picked up, the requestor must initial and date a copy of the PO.

The requestor must forward it, along with invoice or packing slip immediately to Accounting Services. If there are discrepancies or concealed damages, please contact Purchasing Services.

To route the invoice:

1. If the merchandise is delivered to the requestor, the vendor will send an invoice directly to Accounting Services.
2. If the invoice is given or sent to the requesting department by the vendor, it must be forwarded to Accounting Services for processing.

Special Delivery

For special deliveries:

1. Any packages which are Next Day Air or Second Day Air for staff at Ridder Park are delivered daily to the appropriate department.
2. If a special delivery package comes to the Warehouse for a site, the appropriate site personnel are notified by phone.
3. Federal Express deliveries to the Central Office are received by the receptionist at the Front Lobby or by Warehouse staff, who then notifies the departments.

Fixed Assets

The Warehouse staff affix inventory Asset Numbers to all appropriate items received in the Warehouse and forward verification to Risk Management.

1. A fixed asset is an individual item over \$500 which must be tagged and included in the COE's asset inventory (i.e.: television, laptop, tablets, etc...)
2. Items received in the Warehouse will be tagged by Warehouse staff.
3. For items received at the site, the site coordinator must contact the Warehouse and request for an asset tag.
4. Warehouse staff will affix an Inventory Asset Number to Non-SELPA items and forward verification to Risk Management.