

Warehouse Services

Delivery Service

The Warehouse staff delivers items acquired from vendors to all COE sites and programs. Items delivered include:

1. Stores items.
2. Supplies and equipment ordered by a P.O. or Blanket P.O.
3. Mail, both interdepartmental and district, also referred to as Pony Mail.
4. Surplus property.

The COE central office receives deliveries on Monday, Wednesday and Friday. Bulky items, such as appliances or large orders of supplies, are delivered to sites on Friday. COE sites receive regular deliveries once a week. (See Section 2, WH-Exhibit 2 for the list of scheduled delivery dates.)

If there any questions or special needs, contact the Warehouse Supervisor at 453-6911.