

Warehouse Requisitions

Policy: Paper, janitorial, health, athletic, and administrative supplies that are available through the warehouse should be purchased from the warehouse using a warehouse requisition.

Procedure:

1. Access the most current copy of the warehouse requisition form and warehouse catalog on the Hemet USD website located at: hemetUSD.org/Departemnts/Warehouse/WarehouseRequisitionandCatalog. Please make sure you are using the most current version of this form and the item numbers of the item(s) you are purchasing. Item numbers can change and it is most helpful to make sure you are using the most current form with the most current item numbers.
2. To complete the requisition form you will need to input the funding line you are going to use, then locate the item number using the drop down on the form, and the quantity you are ordering. The form will populate the rest given this information you provided.
3. Send your completed form electronically (email) to your Accounts Payable Rep & Accountant in Fiscal Services. Do not inter-office these forms to Fiscal Services or any other Department. An email copy is sufficient and is strongly recommended. We greatly appreciate your attention to this step. (Sending the original through inter-office mail does not provide a proper trail for follow-up and also can lead to duplicate forms being processed.)
4. Please note it is stated on the form that an approved form needs to be received in Purchasing at least 5 days prior to your scheduled delivery date to guarantee delivery. While exceptions and emergencies do occur, it is the Office Manager's responsibility to follow the form through the process and find out what the options are from the warehouse directly once the warehouse receives the approved form.
5. After the Office manager submits the form to Fiscal Services, they are able to follow up on its status through the google drive. Once Purchasing processes the approved form it receives from Fiscal, and sends it to the warehouse, a copy is scanned and saved on the google drive under the shared folder labeled: [Warehouse Requisitions 2018-19](#). (All office managers should have received an invite to this folder. If you do not have access, please contact the Purchasing Clerk in Purchasing to request an invite.) Along with a scanned copy of the approved form you will also see a requisition # has been assigned. This number is what you will want to record on your copy of the form you submitted as this will help with any follow-up you may need to have regarding this order.

6. It is at this time, if there is any question regarding the receiving of your order on your scheduled delivery date that you will want to contact the warehouse. There are no guarantees that your order will be processed in time for your next delivery day if it has not been submitted at least 5 days prior to that day. Exceptions are at the discretion of the warehouse.

RETURNS ----- 7. If after your order has been received you want to *RETURN* any items, you will need to contact the Purchasing Clerk in the Purchasing Department (not the warehouse) in order to get the return process started.

Thank you for your cooperation! If you may have any suggestions or questions on these procedures do not hesitate to contact your accountant in Fiscal Services.