

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Director of Facilities
Development

Issue No: 3

Date: 3/11/02

Page: 1 of 2

Reference:

ARTICLE: 6.0 BUSINESS SUPPORT SERVICES

6.40 PURCHASING DEPARTMENT

**6.40 PURCHASING OF SUPPLIES,
EQUIPMENT, AND SERVICES**

SECTION 6.40.2 Processing of Requisitions - Warehouse Stock

Warehouse stock requisitions shall be completed on Requisition Form PUR-24, as attached, and available through Forms Control and input by site location electronically.

1. When completing the form, be sure and check the following factors:
 - a. The requisition should be typed **OR NEATLY HANDWRITTEN**.
 - b. The District Item Number **must** be listed.
 - c. The catalog price must be shown.
 - d. Coding should be checked and verified in the space provided at the bottom of the form electronically by Finance.
 - e. The requisition must be approved electronically by the Budget Administrator.
 - f. A requisition number must be assigned from each location on each requisition. For further clarification, see Administrative Procedure 6.40.1, Item 2, Requisition Numbering Sequence. Electronic requisitions will number automatically in sequence.
2. Schools and departments shall, whenever possible, combine individual requests and place these requests on one order to the Warehouse.
3. Distribution of delivered supplies will be the responsibility of each location.
4. In certain cases, actual prices will be higher than those shown in the catalog. The requestor will be charged the higher price only when price differences between the two costs are significant and cannot be absorbed through normal operations. This procedure will take place automatically unless the total will exceed the limit shown on the requisition. On such occasions the Purchasing Department shall obtain prior approval before proceeding with the purchase.
5. Items ordered in error may be returned for credit to the warehouse provided:
 - a. The Warehouse Supervisor is advised of the return and prior approval is obtained.
 - b. That the items have not been at the school site longer than two (2) weeks.
6. Discrepancies in orders received must be reported within two (2) working days of receipt of the delivery, otherwise adjustments cannot be guaranteed.

