

DENVER PUBLIC SCHOOLS WAREHOUSE SERVICES HANDBOOK

A guide for district schools & departments requiring the goods and services provided by the Enterprise Management Warehouse & Distribution Service Department.



<i>NAME</i>	<i>POSITION</i>	<i>PHONE</i>	<i>E-MAIL ADDRESS</i>
Mike Anderson	Distribution Manager	720-423-5650	Mike_anderson@dpsk12.org
John Goddard	Warehouse Supervisor	720-423-5665	John_goddard@dpsk12.org
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Located in the Enterprise Management Building at
301 Wyandot Street
Denver, CO 80223

Warehouse Services



This handbook is intended to assist our customers to better utilize the services and products offered by the School Supply Store as well as the services provided through our Distribution Services function.

As always, we welcome comments or suggestions as to how we can serve you better. You may contact our offices by phone, e-mail, fax or letter as listed on the preceding page. You may also visit our web site by entering the Denver Public Schools Warehouse web site at warehouse.dpsk12.org. Here you will find information that expands the information listed in this compact handbook as well as meaningful links to other parts of the DPS web site that you may find helpful.

Respectfully,

Mike Anderson
Distribution Manager - Warehouse Services

John Goddard
District Warehouse Supervisor

School Supply Store

- ***ITEMS MAINTAINED IN THE SCHOOL SUPPLY STORE***

School Supply Store is the chosen name for the Internal Service Funded warehouse supply operation. The School Supply Store establishes pricing agreements with vendors to insure the lowest possible price on the commodities offered for sale to the District. The School Supply Store is dependent upon your business for our existence and we appreciate the opportunity to serve you.

The School Supply Store maintains an inventory of most common items used by schools and departments of the Denver Public Schools. For a complete listing of these items please refer to the Warehouse webpage. Just click on Supply Store (bottom left corner). In the blue box on the left you will see the School Supply Store catalog option. Click on this option and you will go to the catalog which is broke down in categories for easier viewing. Another option is to go to Inventory Management, Stores Orders section in Cayenta Financials

- ***OBTAINING SCHOOL SUPPLY STORE INVENTORY ITEMS***

All School Supply Store inventory items must be ordered through the Cayenta computer system used by the district. The School Supply Store must have your approved request no later than Noon three working days prior to your regular delivery day. This allows for the accurate 'PICKING, PACKING & DELIVERY' of inventory items to your school/department.

- ***ENTERING SCHOOL SUPPLY ORDERS THROUGH CAYENTA:***

Proper training must be obtained through the D.O.T.S. training class for CAYENTA. What follows is an abbreviated 'cheat' sheet to refresh the memory of those who do not frequently use the system.

Log on to CAYENTA. Then follow the sequence of menu picks as shown below.

* Inventory Management

* Stores Orders

- *Data Entry
- * Stores Orders Entry

After clicking on the Stores Order Entry option, you will be prompted to enter your Requestor ID

- *click on the **add ikon** your store order number has been added
- * Change your **Ship To** code this is where your order will be delivered
- * Enter ordered by and phone number
- * Subject is for your records
- ***COMPLETE BOX VERY IMPORTANT click on the box
If there is no check mark in the box your order will not approve.



A security feature added to the CAYENTA system in early 2001 requires that the approving individual must use the same REQUESTOR ID as the person who entered and saved the order. Failure to do this will prevent the order from being approved. This in turn will slow the processing of your order.

- ***BACKORDERED ITEMS FROM THE SCHOOL SUPPLY STORE***

When the inventory of an item from the School Supply Store is not sufficient to fill your order, a backorder transaction is produced. This backorder will hold the funds in a pre-encumbered status until the product is replenished in the warehouse and then issued to your school/department.

You have options with regard to backordered items that you have requested through the CAYENTA Stores Order process. They are as follows.

1. You may leave it in the backorder status and wait for it to be delivered by the warehouse.
2. You may cancel the item in backorder status, thereby releasing the funds back into your 'available' column.
3. You may modify the quantity in backorder status (down only) to reduce the committed dollars you have made to this item.

You may inquire against your Stores Order (SO) by simply clicking on Favorites (top bar) on the Cayenta Financials Main Menu, use the drop down

go to Stores Order Inquiry, enter your stores Order Number, and click on Display.

Cancelling your Backordered items follow these steps

- * Inventory Management
 - * Stores Orders
 - * Data Entry
 - * Backorder
 - * Backorder Maintenance
 - * Requester ID
 - * Enter your Store Order Number
 - * Click on the binoculars your order will come up enter a 0 save exit run your edit, approval

EMERGENCY ORDER PROCESSING THROUGH SCHOOL SUPPLY STORE

Emergency pick up of orders from the School Supply Store is a service we provide for our customers. However, it should be used sparingly and only for items that are critical to the school/department's mission. All orders must be entered and approved in Cayenta prior to arrival at the warehouse. Please bring the SP # with you at time of pick up. Requests for custodial items must be entered by Nancy Smith 720-423-4129 prior to your arrival at the warehouse.

• GOODS TO BE RETURNED TO THE SCHOOL SUPPLY STORE FOR CREDIT

There are many reasons you may wish to return an item to the School Supply Store. An item was ordered in error and is not needed, a quantity in excess of your needs was ordered and you wish to return the excess quantity, or for whatever reason the item is no longer needed, are just a few. Following is a brief definition of the procedures for returning inventory items to the Class Max Warehouse.

Items to be returned must have been purchased from our warehouse. Many items that are similar to items in our inventory can be purchased from outside vendors, but unless we can trace the issue from our inventory, we cannot grant credit for the return of that item and it will not be credited.

Items to be returned must be in the same condition you would expect to receive them from us if you were to order that item. Paper must be in original packaging and boxes if quantities are full box quantities, as an example. All requests to return items must be reported to the warehouse within two (2) working days from the date of delivery.

For items purchased through the School Supply Store follow the instructions listed below:

Circle or underline the item on your copy of the delivery sheet you received the item on. Include a brief note on the delivery sheet including the words 'PICK UP FOR CREDIT' as well as the quantity and item number so we are clear on your intention. Fax a legible copy of the delivery sheet to our office at 720-423-5664. It would be advisable to call either John Goddard or Etoi Montgomery after you have transmitted the fax to make sure it arrived.

REPORTING SHORTAGES OR DISCREPANCIES

Reports of shortages or other discrepancies connected with the items ordered through the School Supply Store should be reported at the time of the delivery when the order is checked in and signed for. All reports of shortages or discrepancies must be reported within two (2) working days from the date of delivery. Fax your packing sheet to John Goddard or Etoi Montgomery at 720-423-5664 with a brief description of the shortage/discrepancies.

- ***ORDERING JUMP START CURRICULUM MATERIAL***

The Jump Start Curriculum material is currently available through the Warehouse inventory system. Material can be ordered according to the following considerations.

1. Only schools having received training in the proper use of the curriculum are allowed to order.

2. Order forms are sent to the schools for personnel to fill out. The order is then faxed to the warehouse for entry into Cayenta by the Warehouse staff.
3. Orders are then filled and delivered to your school.
4. Contact Mike Anderson at 720-423-5650 to place your order, or for any specific information as to the curriculum.

SPECIAL DISTRIBUTION

This function provides a trucking service for the movement of equipment, furniture, and materials to and from departments and schools of the Denver Public Schools. This service is also in place for the removal and processing of unneeded furniture and equipment from district facilities to the Furniture and Equipment Warehouse and the reallocation of property from the Furniture and Equipment Warehouse to facilities as requested.

- ***REQUESTING A MOVE BETWEEN FACILITIES***

Requests for the moving of a department or function from one site to another, involving large amounts of furniture, needs to be coordinated with the Distribution Manager at 720-423-5650. Large moves will be assessed as to the need for contracting with an outside moving company. Smaller moves or transfers will be performed with D.P.S. personnel.

For the movement of material, equipment, boxes, etc. from your facility to another, please send an email to Mike Anderson. Please be sure to provide all necessary information as to quantity, description, location of material, contact person, date for completion, as well as, information as to the location of and person who is to receive the material at the receiving location.

- ***REMOVAL OF SURPLUS UNNEEDED FURNITURE AND EQUIPMENT***

Submit request for the removal of furniture and equipment on an email to Mike Anderson or an Equipment Activity Request (EAR form) listing description, quantity, and location of items to be removed. If the item(s) is a Fixed Asset that is on your property inventory, list the bar code #, model #, and serial number for each of the items. Copies of the EAR form can be downloaded from the Fixed Assets website. Send the completed EAR to the Fixed Asset Department. EAR forms must be signed by the principal or department head. Scheduling will take place after receiving your request. Call Mike Anderson at 720-423-5650 for specific

information as to your request or for expediting the removal if it relates to safety or fire issues.

Equipment, furniture, or material removed from facilities is assessed as to condition and is handled in one of three ways:

1. If unusable – items are disposed of or recycled
2. If useable – items are warehoused at the Furniture and Equipment Warehouse for reassignment to schools/departments needing the items.
3. If unneeded by the District – sold at public auction

- ***REALLOCATION OF FURNITURE AND EQUIPMENT***

Items removed from facilities are taken to what the Warehouse refers to as the Furniture and Equipment Warehouse located at 945 W. 45th Ave. These items are made available for other facilities to use upon requests approved by principals and department heads. There is currently no charge for the material or for the delivery.

Requests for items needed by schools or departments can be made through Email or by contacting Mike Anderson or John Goddard at the Warehouse. Special arrangements for viewing material need to be made with Mike Anderson as the Furniture and Equipment Warehouse is normally unmanned.

Open houses at the Furniture and Equipment Warehouse are conducted prior to scheduled auctions. Notification is sent out to all principals and department heads outlining the preview schedule. Items selected by schools or departments will be delivered prior to the auction. Any items not selected are placed in the auction and sold. Auctions are open to the public as well as D.P.S. personnel.

- ***SPECIAL DISTRIBUTIONS***

For distribution of materials to more than one facility, such as, publications, curriculum material, informational materials etc., please contact the warehouse for the method of distribution to best meet your timelines. We can distribute by one of two methods: regular route delivery schedule (takes

five (5) days to complete district wide distribution), mail trucks (distribution can be completed in as little as two (2) days, depending on volume and size of the packages to be delivered).

- *Special considerations*

The warehouse is not responsible for movement of equipment and furniture within your facility. This is an operational responsibility.

Truck drivers have specific instructions not to pickup any items from your school or department without proper paperwork. The only exceptions are for the pickup of testing materials or library books and films being returned to the Educational Resource Center.

The Facility Manager should contact the warehouse to coordinate furniture removal as to: need for removal assistance, best pickup location, and timelines for removal.

MAIL DELIVERY SERVICE

- ***REGULAR SCHOOL ROUTE***

The Warehouse Mail Delivery System is a function for mail and other materials to be routed to and from schools/departments and the Mail Room at 900 Grant St. This service is utilized for the every other day pickup and delivery of mail, library books, films, testing materials. Service is provided utilizing two (2) vans with specific schools assigned to each vehicle.

Each of the vans daily delivery schedules are divided between Route 1 and Route 2 with schools on the Route 1 being delivered between 6:30 am and 10:30 am and Route 2 delivered between 10:30 am and 2:30 pm.

The daily process for these routes is as follows: each truck leaves the warehouse in the morning to deliver and pickup mail for the schools on the Route 1 schedules. After completion of Route 1, each of the vans drops off the mail at the Mail Room at 900 Grant and picks up the Route 2 mailbags. Route 2 mail is then delivered to the respective schools and the mail picked up is delivered to the Mail Room at end of day. Route 1 mail is then loaded on the trucks for delivery the following morning.

The mail routes also provide an expedient method for the distribution of timely communications and documents from administrative departments to schools that needing delivery within a 48 hour period. These services need to be coordinated and arranged for by contacting Mike Anderson at 720-423-5650 or John Goddard at 720-423-5665.

The following information identifies the guidelines for mail deliveries and pick-ups

- All mail pick-ups and deliveries are made at the main office only.
- The mail bag, testing folders, and test materials should be all at the designated location within the office ready for pick-up at the scheduled time.
- Films and videos must be placed in their bags and tied securely.

- Professional Library books must be securely strapped with return Red Tag clearly visible.
- Testing material boxes must be securely taped with the correct label visible. First priority is to pickup test forms. Driver will follow up with picking up test booklets as time and truck space permit.
- Mail drivers do not pickup report cards from schools for mailing. It is the schools responsibility to deliver these documents to the mailroom for processing.

CENTRAL RECEIVING

This function is in place for the purpose of centrally receiving all technology assets, such as, computer equipment, audio-visual equipment, and any other asset required to be maintained on the District's inventory database. Contact the Fixed Assets Department or Purchasing if you have any questions as to whether or not an item should be processed through Central Receiving. The warehouse receives all items at the 301 Wyandot Street warehouse location. After receipt items are bar coded by the Fixed Assets Department, they are staged for delivery to the requester.

The following are some guidelines and information relating to Central Receiving:

- All computer equipment will be routed through the warehouse for receiving.
- The warehouse performs the on-line receiving of the items. Schools or departments do not need to receive the items against the purchase order.
- The Fixed Assets Department bar codes the item and registers the asset in the Cayenta Inventory Data Base.
- After bar coding the asset is staged for delivery to the requester.
- Receipt, bar coding, and delivery should occur within five (5) days of delivery to the warehouse.
- Call the warehouse to report any discrepancies, hidden damage, or any other problems related to your purchase
- Call the Fixed Assets Department for any problems related to the bar coding of the asset or for the bar coding of an asset delivered directly to your facility.

Please call Chartashia Miller 720-423-5653 or Mike Anderson at 720-423-5650 for questions related to the processing, receiving, or delivery of your order.

FINAL WORD

We at Enterprise Manage Warehouse and Distribution Department are here to serve you. You are our valued customers and we strive to provide a quality service to your department or facility. Please contact anyone in our office with any suggestions that might improve upon our commitment to provide quality service to you.