Info rWe at the Warehouse, are here to fulfill your needs in a professional and timely manner.

We will do all we can to accomplish this, please be advised of the following information.

**Site Purchase Orders**

* When calling or emailing about your Site Purchase orders from outside Vendors, please have your Requisition number or PO number available.
* When visiting the Warehouse in person or sending someone, please have as much information about your request as possible. This will help us to find and fill your request in a timely manner.
* The Warehouse records all incoming material in a daily Receiving Log.
* PO numbers are recorded, if found, on the shipping label, also number of boxes/packages.
* If no PO number on the shipping label, these are recorded using the Vendor name on the shipping label, recipient name if indicated and number of boxes/packages.
* Please remember that sometimes all material does not come in on the same day.
* If we don’t have record of an incoming item from an outside Vendor, you can call the Vendor and get tracking information. The majority of items are shipped UPS or FEDEX. You may then track your material online based on the number supplied from the Vendor.

**Stores Purchase Orders**

* When calling or emailing the Warehouse about Stores Req/PO’s please have your Requisition number or PO number available. This will help expedite matters pertaining to your material being pulled and delivered.
* Stores Req/POs are pulled on a first in - first out basis, depending on system Approvals.
* We try to check Approvals every day. Requisitions are approved based on the date submitted.

**Stores Deliveries**

* Material is delivered to your site with a copy of the Warehouse Picklist.
* **Items requested but not on the Picklist** are on Back Order, no need to resubmit a requisition.
* Back Orders will be filled as soon as Material comes in from our Vendors.
* Stores material deliveries are dropped off in the area’s indicated by your site staff. Please have a site custodian available to assist in the delivery. Copies of the Req/PO for Warehouse delivery are left with the custodian or office staff.
* Please keep us informed of events at your site that may prove a hindrance to delivering Stores supplies and we will deliver on another day.

**Pallet Pick Up**

* Please request old pallet pick up via e-mail. We will try to fit this in depending on delivery route.

**Copy Paper (Stock item# 040295)**

* Comes on pallets of 40 cases = 400 reams.
* Please try to base copy paper requests on quantities of 80 reams. This will facilitate keeping pallets for delivery in even rows and level pallets.

Mark E. Healy

PVUSD Warehouse Lead

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