



Administrative Procedure WHS-P400 **DISTRIBUTION WAREHOUSE STANDARD OPERATIONS PROCEDURE**

Responsible: Office of Business and Financial Services, Purchasing Department, Distribution Warehouse

PURPOSE

This administrative procedure establishes the process by which the operations of the Distribution Warehouse shall be implemented and maintained in the Washoe County School District ("District" or "WCSD").

PROCEDURE

1. The District's Distribution Warehouse receives product for redistribution; processes internal orders; delivers shipments to WCSD sites; and transfers WCSD furniture and equipment between departments/programs/schools within the District.
2. Shipments are received at the Warehouse from Carriers (delivery companies) between the hours of 7:30 am and 3:00 pm (local time) (refer to WHS-W404 – Distribution Warehouse Receiving Work Instruction).
3. There are two (2) different types of shipments received, which include purchases procured by a District Purchasing Card (PCard) and purchases procured through a District purchase order (PO).
4. Shipments having a PO number can be received for redistribution to other WCSD locations or can be for standard custodial and warehouse supplies to be put-away into inventory for re-sale (refer to WHS-W403 – Distribution Warehouse Put-Away of Re-Sale Product Orders Work Instruction).
5. Once the shipment is unloaded and verified, it is labeled for delivery to the department, program or school that requested the shipment.
 - a. All packages to be delivered to the Administration Building and surrounding buildings are to be delivered within twenty-four (24) hours of receipt in the Warehouse (refer to WHS-402 – Distribution Warehouse Administration Building Deliveries Work Instruction and WHS-W401 – Distribution Warehouse Delivery of IT Department Work Instruction).
 - b. All school deliveries and outside program or department orders are delivered on a specific route scheduled Monday through Thursday and alternating Fridays with two (2) routes per day except on Friday (refer to WHS-G401 – Distribution Warehouse Route Calendar).

6. Order Processing. Warehouse orders are processed through the District's web-based, financial accounting software system (BusinessPlus) from schools, departments and programs.
 - a. These orders can be for custodial supplies, warehouse supplies or surplus furniture.
 - b. Once the orders are approved they are picked, packed and staged for delivery (refer to WHS-W412 – Stores Inventory Order Processing Work Instruction; WHS-W413 – Stores Inventory Cash-On-Delivery (COD) Orders Work Instruction; and WHS-W405 – Distribution Warehouse Picking Orders Work Instruction).

7. Relocation Requests

- a. The Warehouse assists in transferring large and heavy items purchased by WCSD to various locations, both to and from.
- b. A Relocation Request Form (WHS-F401) is required to be completed and either emailed directly to the Warehouse Supervisor and Warehouse or hard-copy mailed through the School Mail Center to the Warehouse (Attn: Warehouse Supervisor). The completed form must be received at least two (2) weeks in advance of the required completion date.
- c. Relocation Requests are scheduled after the daily delivery routes are completed. Requests are prioritized by the time sensitive nature of the project.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. WHS-F401, Relocation Request Form
 - b. WHS-W401, Distribution Warehouse Delivery of IT Department Packages Work Instruction
 - c. WHS-W402, Distribution Warehouse Administration Building Delivery Work Instruction
 - d. WHS-W403, Distribution Warehouse Put-Away of Re-Sale Product Orders Work Instruction
 - e. WHS-W404, Distribution Warehouse Receiving Work Instruction
 - f. WHS-W405, Distribution Warehouse Picking Orders Work Instruction

- g. WHS-W412, Stores Inventory Order Processing Work Instruction
- h. WHS-W413, Stores Inventory Cash-On-Delivery (COD) Orders Work Instruction
- i. WHS-W415, Stores Inventory Processing Purchase Orders Work Instruction

REVIEW AND REPORTING

1. This procedure will be reviewed as part of the bi-annual audit of the District's governing documents in odd-numbered years.

REVISION HISTORY

Date	Revision	Modification
1/03/2019	1.0	Adopted