



**WINDHAM SCHOOL  
DISTRICT**

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**SUPERSEDES:** OP-11.07 (rev. 1)  
January 13, 2010

# **OPERATING PROCEDURES**

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**SUBJECT:** WAREHOUSING AND SHIPPING

**AUTHORITY:** Windham Board Policy (WBP)-03.02, “Windham School District Superintendent Responsibilities and Authority”; Chief Financial Officer Job Description

**APPLICABILITY:** Windham School District (WSD)

## **POLICY:**

Warehousing and shipping within the WSD is a function of the WSD Division of Operations, Business Services Department (Business Office) under the direction of the chief financial officer (CFO), as authorized by the superintendent through the CFO job description. The warehouse supervisor and staff are responsible to the CFO for the daily performance of the warehousing and shipping function. This function includes receiving, warehousing, organizing, and shipping all materials and equipment ordered for WSD. Equipment repair coordination and receipt of surplus equipment and tools are also handled through the WSD warehouse.

## **PROCEDURES:**

### I. Receiving

#### A. Accounting for Receipt of Goods and Services

The receipt of goods or services for which a purchase order has been issued is accounted for by entering the receipt in the Texas Enterprise Information System (TxEIS).

1. Upon receipt of goods or services listed on the purchase order, the education warehouse will enter the receipt in TxEIS.
2. If there is an issue with the delivery, such as the condition of the merchandise, overages, or shortages, education warehouse staff contacts the vendor for a resolution to the issue. A note is made on the file jacket as to the issue, resolution, and a vendor contact.

B. Supplies and Equipment Received at the Unit Level

In situations where supplies and equipment are received at the unit level, rather than coming through the education warehouse, the following procedure shall be used.

1. The receipt in TxEIS must be completed within two business days.
2. The packing slip, bill of lading, or receipt of invoice is forwarded to the Business Office.

C. Payment to Vendors

Payment to vendors is processed by the Business Office.

1. Payment shall be processed upon receipt of the following by Business Office staff:
  - a. A valid purchase order;
  - b. An original invoice from the vendor, and
  - c. A receipt in TxEIS from the education warehouse showing the goods or services have been received in good order.
2. The invoice and receipt must agree before payment is made.
3. Partial payments on a purchase order are also accepted.

II. Warehousing

A. Authorization to Warehouse and Ship

Authorized signing authorities for purchasing are also the approved authorities for holding or shipping materials and equipment to the units and departments. All special warehousing and shipping requirements must be coordinated through the education warehouse supervisor.

B. Warehouse Stock Items

Items for warehouse stock shall be purchased in accordance with WSD OP-11.06, "Purchasing."

1. Items are warehoused for the following reasons:
  - a. To reduce the number of small dollar and quantity purchases;
  - b. To permit prompt delivery to the user department; and

- c. To reduce cost by volume purchases.
2. Warehouse stock list additions and deletions shall be determined by the warehouse supervisor based on the following criteria:
  - a. Frequency of use;
  - b. Shelf life;
  - c. Cost of the item;
  - d. Available warehouse space;
  - e. Distribution capabilities;
  - f. Need for immediate use;
  - g. Savings resulting from volume purchases; and
  - h. Needs of user departments.
3. TxEIS warehouse application additions and deletions shall be managed by the warehouse accountant.

C. Requisition of Warehouse Stock Items

Stock items from the education warehouse may be requisitioned using the warehouse application in TxEIS.

III. Shipping

A. Warehouse Shipping Schedule

1. Deliveries shall be made to units on a designated schedule established by the education warehouse in coordination with TDCJ. This schedule is revised as necessary.
2. Should a delivery day fall on a holiday, deliveries will be made on the same day of the following week. However, if transportation is available, the delivery may be made on an off-schedule date.
3. Should a delivery truck be needed for an emergency, or be down for repairs, affected units will be contacted.
4. A large shipment of supplies may be shipped to a unit on days other than scheduled if special transportation is available.
5. A delivery may be delayed a week if a small quantity is to be delivered.

B. Supplies and Equipment Shipped to Units

1. All supplies and equipment shipped to the units will include a computer generated shipping ticket.
2. The shipping ticket document for open market orders lists a brief description of goods received and shipped along with associated costs.
3. The shipping ticket document for warehouse stock orders lists all supplies available and shipped by the item's stock number, quantity shipped, and total amount.
4. If a discrepancy is found between what the shipping ticket indicates was shipped and what was actually received, unit staff must notify the education warehouse within three working days. Business Office staff investigating a discrepancy shall refer to the document number and date received.
5. Manual hand tickets (Intra-Agency Shipping Ticket, available from the Warehouse manager by verbal request) are used on occasions such as shipping surplus items, mass distribution of supplies, and shipping the ECHO newspaper.

IV. Repairs

A. Equipment Transferred to the Education Warehouse for Repair

1. All equipment transferred to the education warehouse for repair must be accompanied by a Temporary Fixed Asset Transfer Form (TFAT) (BU-89, Warehouse stock number 000256). This form must be filled out completely and signed by the department head or principal.
2. A determination of whether the asset can be repaired economically is made by appropriate Business Office staff or a trained company representative, if needed. If the asset is economically repairable, it will be repaired and returned to the sending unit. A copy of the repair invoice will be attached to show the expense of the repair.

B. Disposal of Items

1. If the item to be repaired has a property tag and is determined to be uneconomical to repair, the TFAT and a deletion request will be prepared by Business Office staff and sent to the unit/department.
2. The completed deletion request, signed by the principal/department head, must be returned to the Business Office.
3. The signed deletion request is distributed to the appropriate staff for

recording and the equipment is disposed of.

C. Evaluation/Repair at the Unit

If an item is too large to transport by TDCJ truck, or if the item requires a local repairman, the item may be evaluated at the unit by a trained company representative. The principal must request approval from Business Office staff before repairs are commenced at the unit.

V. Surplus Equipment and Tools

When a unit/department has equipment and tools that are no longer needed, unit staff shall send a system-wide email to see if other education units/departments are interested in the items.

A. Transferring an Item to Another Unit/Department

1. If unit staff finds a location that can use the items, they shall box them properly and ship them to the requesting unit/department via TDCJ truck.
2. If any of the items that are shipping have a property tag, unit staff must complete a Property Transfer Form located on the WSD intranet under BUS/Property Transfer Report and send a copy to the Business Office.
3. In the event you are conducting a fixed asset inventory, please note on the inventory report and attach a copy of the Property Transfer Form to support why the equipment is missing.

B. Disposition of Surplus Equipment and Tools

If unit staff receives no response, an email shall be sent to the education warehouse for instructions on disposition of surplus equipment and tools.

Signature on file

Paul D. Brown

Director, Division of Operations