



**WINDHAM SCHOOL
DISTRICT**

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**SUPERSEDES: OP-11.07 (rev. 2)
September 13, 2016**

OPERATING PROCEDURES

SUBJECT: WAREHOUSING, RECEIVING, 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 or District)

POLICY:

Warehousing, receiving, and shipping within 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 receiving, warehousing, organizing, and shipping WSD goods, as well as managing equipment repairs and surplus property.

DEFINITIONS:

This definition is meant only for this directive and may not apply in other contexts.

“Goods” are material, equipment, supplies, furniture, and other tangible items ordered by, shipped to, and received by the district. Once a good arrives at its final destination within WSD, it becomes “WSD property.”

PROCEDURES:

- I. Receiving
 - A. Accounting for Receipt of Purchased Goods
 1. Upon receipt of goods listed on a purchase order, the education warehouse enters the receipt in the financial system.
 2. Business Office staff must contact vendors to resolve issues with a delivery,

such as the condition of the goods, overages, or shortages. A note is made on the file jacket identifying the issue, resolution, and vendor contact.

B. Goods received at the Campus Level

In situations where goods are received at a campus, the following procedure is used.

1. The campus must notify the Purchasing Office immediately upon receipt of the shipment and provide documentation that all items were received, to include the packing slip, bill of lading, or receipt of invoice.
2. The Purchasing Office must notify the warehouse accountant of receipt to ensure the financial system entry is completed within two business days.

C. Goods Received Directly from a Vendor

When ordered goods will be delivered to a vendor at a location near a WSD campus or office, the following procedure should be used.

3. The Purchasing Office must notify the campus or office when the order is ready for pickup. The Purchasing Office will provide the necessary documentation to pick up the item(s).
4. A WSD employee will pick up the goods from the vendor and must verify receipt by an email confirmation to the Purchasing Office.
5. Discrepancies between what was ordered versus what was received should be communicated to the Purchasing Office to determine the next steps.

D. Payment to Vendors

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

II. Warehousing

A. Authorization to Warehouse and Ship

Only staff authorized to sign for purchases may authorize holding or shipping goods to campuses and departments. Special warehousing and shipping requirements must be coordinated through the education warehouse supervisor.

B. Warehouse Stock Items

Warehouse stock items are purchased in accordance with WSD OP-11.06, "Purchasing."

1. Items are warehoused for the following reasons:
 - a. To reduce the number of inexpensive or low quantity purchases;
 - b. To expedite delivery; and
 - c. To reduce cost with volume purchases.
2. The warehouse stock list is managed by the Business Office based on the following criteria:
 - a. Frequency of item use;
 - b. Item's shelf life;
 - c. Item's cost;
 - d. Available warehouse space;
 - e. Distribution capabilities;
 - f. Need for immediate item use;
 - g. Cost savings from volume purchases; and
 - h. Needs of campuses/departments.
3. The financial system warehouse application additions and deletions are managed by the warehouse accountant.

C. Ordering Warehouse Stock Items

Stock items in the education warehouse may be ordered using the warehouse application in the financial system.

III. Shipping

A. Warehouse Shipping Schedule

1. Campus deliveries are made on a schedule established by the education warehouse in coordination with TDCJ and revised as necessary. Off-schedule deliveries may be made if transportation is available. A scheduled delivery may be delayed if the delivery is inefficient or uneconomical.
2. Deliveries scheduled for a holiday will be made on the same day of the following week or an off-schedule date if transportation is available.
3. Campuses will be notified if a scheduled delivery will not occur.

B. Shipping Tickets

1. Campus deliveries will include a computer-generated shipping ticket.
2. The shipping ticket for open-market orders contains a description of goods received and shipped along with associated costs.
3. The shipping ticket for warehouse stock orders lists stock numbers of items available, items shipped, and cost.
4. Campus staff must notify the education warehouse of shipment ticket errors within three business days.
5. Hand tickets (Intra-Agency Shipping Ticket, available from the warehouse manager upon request) are used when shipping surplus property, unnumbered property, and for the mass distribution of supplies.

IV. Repairs

Property repairs are managed through the education warehouse in accordance with OP-11.10 *Repair of Equipment*.

V. Surplus Property

A campus/department with property that is no longer needed will notify other locations that the property is available by a district-wide email. Property will be transferred according to order of responses or as determined by a division director.

A. Transferring Property to Another Campus/Department

1. If a location can use the property, the sending campus/department will box and ship the property to the requesting campus/department via TDCJ truck.

2. Prior to shipping property with a property tag, campus staff must complete a Property Transfer Form located on the WSD intranet under BUS/Property Transfer Report.

B. Disposition of Surplus Property

If the surplus property will not be transferred to another location, the education warehouse will provide instructions on how to dispose of the property.



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