

# Distribution Center Manual

## Hours of Operation

<b>Supply Distribution Center</b>	<b>6:30 a.m.-3:00 p.m.</b>
<b>Food Distribution Center</b>	<b>6:30 a.m.-3:00 p.m.</b>
<b>Office Hours</b>	<b>7:00 a.m.-3:30 p.m.</b>



# HOW YOU CAN HELP US

Having access to your building when making deliveries is critical. Our first stop is your delivery entrance where our vehicles must park. We need your assistance to insure that area is free and accessible at all times.

Our trucks operate on a tightly scheduled basis and if the driver encounters obstacles (cars/trucks) parked in the delivery areas (visitors to school/non-delivery), this causes delays and some work may not get done because of those delays.

We appreciate your help in this very important area of our delivery system.

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## **CONTACTS**

Randy Snell	Director of Purchasing	436-1753
Jay Lawson	Superintendent, General Stores	436-1008
Michael McGill	Superintendent, Food Stores	436-1006
Dale Strehle	Inventory Manager Fixed Assets & Surplus	436-1012

## **OFFICE**

Margaret Elwell	Building Representative/Office Manager	436-1009
Marilyn Sailors	Building Representative	436-1007
Sue Morgan	Office/Surplus and Inventory Support Specialist	436-1013

## **DELIVERIES**

Any questions concerning deliveries will be addressed as follows:

Mail Drivers	Jay Lawson	436-1008
Custodial Deliveries	Jay Lawson	436-1008
General Deliveries	Jay Lawson	436-1008
Material Transfers	Jay Lawson	436-1008
Milk Deliveries	Michael McGill	436-1006
Food Deliveries	Michael McGill	436-1006
Current Inventory/ Surplus Equipment	Dale Strehle	436-1012

If one of the above supervisors is absent, another one will take care of any problems you may have.

## OFFICE PROCEDURES

- **Who do I call about my orders?**
- Your Building Representative, as noted on the following chart. This person is your primary contact at the Distribution Center.

**Margaret Elwell, extension 1009**  
**melwell@lps.org**

Adams	Arnold	Arts/Humanities
Beattie	Belmont	Brownell
Bryan Community	Behavioral Skills Program (BSP)	Calvert
Campbell	Cavett	Clinton
Culler	East	Eastridge
Elliott	Everett	Fredstrom
Goodrich	Information Technology Focus Program (ITFP) and Entrepreneurship Focus Program (EFP)	LPSDO
Saratoga	Schoo	Scott
Sheridan	Southeast	Southwest
West Lincoln	Yankee Hill Program (SPED-357)	Youth Services
Zeman		

**Marilyn Sailors, extension 1007**  
**msailors@lps.org**

Science Focus Program (Zoo)	Hartley	Hill
High School Athletics	Holmes	Humann
Huntington	Irving	Kahoa
Kooser	Lakeview	Lefler
Lincoln High	Lux	Maxey
McPhee	Meadow Lane	Mickle
Morley	North Star	Northeast
Norwood Park	Park	Pershing
Pound	Prescott	Pyrtle
Randolph	Riley	Roper
Rousseau	Facilities and Maintenance (FM)	Custodial/Transportation (CTS)

## **STOCK ORDERS**

- **How do I know if an LPS item is a stock item?**
- If the LPS number has six digits, that item is kept in stock at the Distribution Center, and may be ordered through the following process.

On your Purchasing/ Accounting/ Requisition Menu, you will use **Stock Requisition Maintenance (REQ410)** to order those stock items that you need throughout the year, including custodial products.

MENU ARM000: ACCOUNTING REQUISITIONING MAINTENANCE SYSTEM	
<b>1. Stock Requisition Maintenance</b>	<b>REQ.410</b>
2. Print Requisitions	REQ.510
3. Bid Cycle Requisitions	REQ.430
4. Bid Verification Report	BID.516
5. Purchase Order Lookup	PUR.450L
6. Account Balance & Transaction Detail Lookup .	GNL.601L
7. Principals Allocation Report for Schools	FMS.422
8. Bid Reqs Consolidation Report for Schools	BID.560
9. Requisitions Lookup Index	REQ.411
10. Catalog Item Lookup	INV.310S

- **When will I get my stock order?**
- When you enter your requisition on the computer, the screen will tell you if we have stock on hand for that item. If we have stock on hand, when you approve your requisition, the stock we have will be reserved for you. The delivery ticket will print the next morning, and we will take the items from the shelf and put them on your school pallet. They will then be delivered on your next regularly scheduled school delivery. See Business Affairs Bulletin #15 for that schedule.
- **I would like to add an item to a requisition I have already sent in.**
- This is not possible. Ask your ordering person to enter a new requisition.
- **We received an item that has an unknown requisition number on it.**
- Open it and check the contents and the packing slip (if there is one included). It is possible it is yours and we just marked it wrong. It is also possible that a central department ordered the item for you. We have procedures in place for the central departments to notify you when they are buying something for you, but mistakes happen.

On your AS400 menu, there is an option to look up a requisition number. **It is called Requisitions Lookup Index (REQ.411)**, and it will give you information about a requisition number, regardless of what kind of requisition it was on.

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➤ **I can't find an item in the catalog. Can you help?**

- Your AS400 menu has an option to help you find an item. It's called Catalog Item Lookup (INV.310S). You can index by key word or look at the item using the item number. Other information that's available to you would be the quantity on hand and the cost. If you still can't find the item, call your Building Representative.

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➤ **The forms I ordered are on back order. How soon will I get them?**

- Usually forms are ordered far enough in advance that back-orders will be short term. However, the form's originating department is given a chance once a year to update or revise the form, and that update and revision process may take some time. Forms are packaged with that department's best estimate of what an average school will use in a year. Call your Building Representative to find out the status of a back-ordered form.

The district has gradually moved to a mostly Internet-delivered forms process. These forms can be accessed via the LPS web page. Some will be just to print, and some will allow data entry and then print. This should allow the district to have current forms available to our staff. *Forms that will NOT be included are: anything that must be NCR, and forms that are either less than or more than 8-1/2 x 11.*

## **ANNUAL SUPPLY AND EQUIPMENT ORDERS**

Annual Supply and Equipment Orders are unique. They may contain stock and non-stock items, and are only done at certain times of the year. Purchasing and the Distribution Center have a meeting each November to talk about deadlines and procedures, and to distribute LPS catalogs. These orders are entered into the computer with the **Bid Cycle Requisitions (REQ.430)** on your AS400 menu.

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After you enter your requisitions, Purchasing bids the items and issues Purchase Orders for them.

You can run a report for your school after the bid cycle is complete. It is called a **Consolidation Report**, and it is Menu Option **<Bid Reqs Consolidation Report for Schools (BID.560)>**. It contains vendor and purchase order information for each item on each requisition. You will need to know the Purchase Order number for your Building Representative to be able to help you with item questions, and the Consolidation Report is the key to this information.

➤ **How do I know what has happened to a specific requisition?**

- You can look up a specific requisition from this menu, using the **Requisitions Lookup Index (REQ.411)**. It will tell you the vendor from whom the item was ordered, and some other information about the status. Feel free to call your Building Representative while you are looking at the screen to discuss the status.

➤ **Is there any other way I can find out about an item on one of my requisitions?**

- You can also look at a certain item by using **Catalog Item Lookup (INV.310S)**. Go to the item, and press F7. as you page down through the history for that item, you may find your requisition listed. Type L to look at the requisition, and press <Enter>. You will see information about that item on your requisition – whether it has been received or cancelled, for instance.

➤ **One of my items was cancelled. Why?**

- Cancellations can occur for several reasons. The vendor will cancel an item if it is no longer available, or Purchasing may discover when they bid an item that it is no longer available. Whoever cancels an order, all others concerned must be made aware. Purchasing runs a report once a week, and distributes it to schools and departments who have cancellations. If you have questions about cancellations, call your Building Representative for help investigating the situation.

## **PURCHASE ORDERS**

This section is about orders that enter the system through Non-stock requisitions (also called BA-80's). See the sections above if the item has an LPS number.

When your requisition becomes a Purchase Order, it is the responsibility of the Expeditor. Your Building Representatives are also the district's Expeditors. We check on the status of Purchase Orders that show no action after a 30-day period.

Orders that have specific delivery dates are usually not checked until the actual delivery date. If that delivery target date has not been met, call your Building Representative to check the status of the order.

➤ **How long should I wait before calling on the status of a Purchase Order?**

-or-

”When is my stuff gonna get here?”

- Plan for at least 30 days for out-of-state orders and 14 days for in-state/local orders. If your order has not arrived after those time periods have passed, call your Building Representative. **NEVER CONTACT A VENDOR YOURSELF!**

- **What if a package was sent directly to our school, bypassing the Distribution Center?**
- **Send** all paperwork (packing list/invoices) to the Distribution Center, with a Receiving Notice  
**Call** the Distribution Center and let them know.

- **We received an item and don't recognize the requisition number. What should we do?**

- Open it and check the contents and the packing slip (if there is one included). It is possible it is yours and we just marked it wrong.

It is also possible that a central department ordered the item for you. We have procedures in place for the central departments to notify you when they are buying something for your location, but mistakes happen. Refer to the menu example on page 8 to see how to look up a requisition on the AS400.

- **Items are missing. Where are they?**

- Many times the items are on back-order, and will be coming in later. Look for a blue quarter sheet (Attachment #7) in the box, which will show the status of items not received. If the blue sheet does not give the information, then it is possible the vendor is in error.

If you check in items immediately upon receiving them at your location, the chances are better that we will be able to solve problems with missing items. Check with everyone involved at your location, **including your custodial staff and teachers**, to find out if they have seen the item(s), especially if more than one box is involved.

Do this before you call your Building Representative. Remember that the sooner we can start working on the problem, the easier it is to solve.

- **How do I know if something has been canceled?**

- We put the necessary information into the computer and the Purchasing Department (LPSDO) prints the information and distributes to those concerned. If the vendor canceled items, it will appear on the blue quarter sheet (Attachment #7) we put in the box; however, you should still receive a report from the Purchasing Department. Cancellation reports are sent out from Purchasing once a week.

- **May I call a vendor on my own concerning a Purchase Order? What if I am short an item from the Purchase Order?**

- **NO. UNDER NO CIRCUMSTANCES SHOULD A SCHOOL CONTACT A VENDOR!**  
Call your Building Representative at the Distribution Center first – we may already be working on your Purchase Order problem. If you make contact as well, the item may be double shipped and your school would end up paying return charges. If it becomes necessary because of a technical question, we will ask the vendor to call you for necessary information.

- **If my order wasn't an emergency when I ordered the items, but now it is, how can you help me?**
- Call your Building Representative. If it has not arrived at the warehouse, we can note "RUSH" on the P.O., which will alert our warehouse personnel to process it right away when it arrives, and we will also contact the vendor for an expected delivery date and advise you.
  
- **What do I do if I find a packing list or invoice or other paperwork in the box?**
- Call your Building Representative; we will advise you.
  
- **Who handles problems with subscriptions?**
- Library Media Services solves subscription problems. You should call Terri Lyons in the Media Center at LPSDO. Her extension is 1830. They have forms for you to fill out about subscription problems you may have. They will be happy to send these out to you. Send the completed form to Terri in Media Services at Box 47.
  
- **Who can I contact about anything on back-order?**
- Any items on back order should be noted on the small blue quarter sheet inside the box. If not, call your Building Representative at the Distribution Center and we will be able to help you.
  
- **What can I do if I receive two of three boxes?**
- Call your Building Representative for help in finding the other box.

## **OFFICE DEPOT AND SCHOOL SPECIALITY ON-LINE ORDERING**

Ordering on the Internet is a technique that has allowed the District to buy office and some school supply items easily. It is particularly valuable for buying your supplies when you need them, or "Just In Time." Computing Services has trained ordering persons to use the web sites, including verification of the orders on the AS400. The Training Manuals they have put together are your main resource in the procedure for doing that.

Teachers may go on-line to the Office Depot or School Specialty on-line web site and create their own lists of items, thereby being able to see how much the supplies are going to cost. The sign on for teachers does **not** allow them to actually order anything – just create a list or look up items. Here is the information about that sign-on:

Web Site Address: [bsd.officedepot.com](http://bsd.officedepot.com)  
Log in User Name: Lincoln Public Schools  
Password: odcatalog

Web Site Address: [schoolspecialtyonline.com](http://schoolspecialtyonline.com)  
Talk to your secretary for your sign in name and password.

Delivery and problem solving of Office Depot and School Specialty orders is done by the Distribution Center. Office Depot delivers daily to the Distribution Center. School Specialty is shipped via UPS, so allow a few more days. Then orders are sorted by school, and placed on the schools' pallets for delivery on the next scheduled delivery date.

You should call your Building Representative at the DC if your order has NOT been delivered to your school within two weeks. It is unusual for an Office Depot or School Specialty orders to take more time than that. Remember, the sooner your Building Representative knows about the problem, the sooner it can be fixed!

For “future delivery” Office Depot or School Specialty orders, you should expect them to arrive within two weeks of the requested delivery date. If this does not happen, call your Building Representative.

If there are problems with an order that you have received, including shortages, defective, items, etc., you must fill out a return form and send it to your Building Representative at the DC. Please follow the instructions on the form. **Items that cannot be returned include: items costing less than \$10.00 in value, or with a delivery date thirty days before or more.**

## **RETURNS OF STOCK/NON-STOCK/ON-LINE ORDERS**

*Follow the instructions on the return form.*

### **STOCK**

*Follow the instructions on the return form.*

- **I have ordered the wrong item from stock. How do I go about getting the right one?**
- First, fill out a return form. This will insure proper credit and help us keep track of returned items.

The mail truck can pick up returned items if they are not too many or too large. Mark the materials clearly and put them in your mail delivery area. Otherwise, fill out a Material Transfer Request, and we will pick them up with our larger truck. You may enter a requisition at any time to order the correct item.

If the item was filled wrong by us, **you do not need to do a new requisition** for the correct item. Just fill out the return form, return the items, and we will replace them.

➤ **How do I return a stock item that was damaged?**

- Fill out a return form. Return it with the item to the Distribution Center. If it is an item you need replaced immediately, indicate this on the return form. You must do the paperwork in order for us to keep track of the return.

## **NON-STOCK**

*Follow the instructions on the return form.*

This procedure is different from stock returns, because we are dealing with vendors outside the district. Non-stock items can be returned for credit; if the items are defective, they can be replaced.

➤ **What do I do if I receive something damaged?**

- Fill out the return form and return the item to the Distribution Center. DC staff will handle it. Return the item in the original box if possible.

➤ **What if we got what we ORDERED, but it's not what we WANTED?**

- You must pay the shipping to send the item back to the vendor. There may also be a restocking fee.

➤ **What if the vendor sent the wrong item?**

- Return the item to the Distribution Center with notes about the problem, filling out the return form. **Do not make contact with the vendor.** We are glad to do that for you.

➤ **What if I made an error when I placed the order?**

- Do a return form for credit. Reorder the correct item on a new non-stock requisition (BA-80). You may have to pay return shipping or restocking fees.

➤ **Do I return for credit or replacement?**

- Return for credit if you ordered the wrong item or if the product is not what was expected. Return for replacement only for damaged or defective products. Replacements can only be done for exact exchange of the same product.

- **Isn't it quicker if I just contact the vendor myself?**
- We must have a document flow that everyone can understand, including Accounting, Purchasing and your building or department. Even though it appears on the surface that it would be much easier for you to just contact the vendor, it will cause each of us to do more work. We keep notes on the Purchase Order so we can track any problems that arise. Then we inform Accounting of what is going on!

Note: Accounting does not credit your account until they have another payment to be made to that vendor.

- **How long will it take to get the problem resolved?**
- We will do everything we can to make vendor contact as soon as we receive notice of a problem. We will also follow up with you and the vendor as needed.

## **CUSTODIAL SUPPLIES**

Custodial supplies are delivered once a week, with your weekly school delivery. You must have your custodial orders entered **four** working days prior to delivery (this gives the Distribution Center three working days to fill orders).

Refer to your delivery schedule (BA #15), given to you at the Custodial Building Superintendent's Meeting at the beginning of each school year. Count backward from your delivery date to figure out when to enter your orders. Note: Do not count holidays as one of those working days! If you have misplaced your schedule, contact the DC or check the DC website to look at Business Affairs Bulletin #15.

**NOTE: LAUNDERED MOP requisitions must be sent to the Distribution Center for input.** In order to distribute these fairly and equitably, we must enter those orders. We try to have three sets of mops available as follows: One being used, one on hand to replace your dirty mops as needed, and one at the laundry being washed. **NOTE** the designated monthly **LAUNDERED mop pick-up dates on the schedule**. These are the dates we will be picking up your dirty mops. Use the Catalogs Items Order Form for these orders. You may get this order form from the LPS forms page, <http://www.lps.org/apps/forms>. For the search name, put <order>.

- **May I pick up custodial supplies (an item or two) before the delivery date?**
- Yes. Just call Distribution and let us know the item you need and the requisition number of the custodial supply order.
- **May I add on an item I forgot to order?**
- No. You need to enter a new requisition.

➤ **Who should I call for ordering assistance?**

- Call your Building Representative for any assistance you may need – how to order, when to order, etc. If we can help you do **your** job better, then we have done **our** job.

➤ **I see dollar amounts on my delivery tickets for items that are supposed to be “no charge.” Why?**

- Look carefully at the line on the delivery ticket for that item. You will see that someone else’s account number is listed. Realistically, there are really no “no charge” items. Someone must pay for it. FM pays for items like lamps and filters.

➤ **How many supplies should a school have on hand?**

- From the Distribution Center’s point of view, keep **no more than a two weeks’ supply**. With one extra week’s supply always on hand, you will be guarded against problems that may occur if we are unable to make a delivery as scheduled.

➤ **Should I order my supplies staggered, that is, a month’s supply of toilet tissue and paper towels one week, small supplies the next week, etc.?**

- Only order the amount that you expect to use in one week’s time, and try to keep a week’s supplies on hand. We can plan our deliveries, if we know approximately what to expect from you. We appreciate your cooperation.

➤ **What if there is an error on my order?**

- Check your original order against the packing slip to determine how the error happened. Then talk to your Building Representative at the Distribution Center to correct the problem. You may also need to return items. See the section in this handbook regarding returns.

Amsan/Nogg orders are delivered every Wednesday to the Distribution Center. The orders are sorted by school, and placed on the school’s pallet for delivery on the next scheduled delivery date. To ensure prompt delivery of your supplies on your scheduled delivery day, orders should be placed no later than the Monday before.

If there are problems with an order that you have received, including shortages, defective items, etc., you must fill out a return form and send it to your Building Representative at the Distribution Center. Please follow the instructions on the form.

## **MAIL DELIVERY**

The Distribution Center has three mail vans that deliver mail, films, printed material, and general supplies to approximately 60 locations throughout the city every day.

All deliveries of mail, films, and printed material will be made by 7:30 A.M. This means your mailbag should be set out in the delivery area the NIGHT BEFORE, to insure proper exchange of outgoing and incoming mail.

Mail drivers have many other duties. Some of these include delivery of Board of Education reports, picking up and deliver of blades to be sharpened, fire extinguishers for refill, etc. . .

➤ **I have had a box to be picked up by the mail driver, but it has sat there for days. Why?**

- Has the box been placed in the specified mail pick-up area? Is its destination clearly marked?

Is this box an appropriate size for the mail driver to take? Mail drivers may only lift boxes that weigh less than 50 pounds, and mail vans cannot handle large bulky items (especially in the course of their morning route).

Larger items should be handled by filling out a Material Transfer Request. A general rule would be over 50 pounds, or more than five boxes. See the section on Material Transfers for more information.

➤ **May I send VCRs and computer equipment on the mail truck for repair?**

- Computer monitors, VCRs, etc. are sensitive pieces of electrical equipment and, when in need of repair, the original box may no longer be available. (Remember the item must get back to you, after it is repaired.) If you have a box that can properly seat this piece of equipment, you can send it through the mail for repair. We do not carry vacuum cleaners or large televisions. Mail drivers will do their best to accommodate you or advise you about how to get the necessary service. Just remember that they are on a very tight schedule.

➤ **What if the mail driver forgot the film box or mailbag?**

- Call your Building Representative. We will coordinate with the driver to come back and get it.

## **SCHOOL DELIVERIES**

We deliver once a week to each school. This delivery includes stock, non-stock and custodial material. If there is something on the pallet, it goes. Some schools may get more than one delivery due to equipment transfers. If we go to a school for transfer reasons, we will take what is on the pallet and deliver it.

➤ **I had ordered several items on one requisition and noticed one of them was on back-order. When will this item be in?**

- The Distribution Center and Purchasing monitor stock usage and on-hand quantities. Our goal is not to be out of stock on anything you need. We base our estimates on past histories of usage; if circumstances change, sometimes there may be a backorder on your requisition. We see that as an emergency, and attempt to take care of the problem immediately. Sometimes these items are already on order because we are monitoring the level of stock.

If you receive a delivery ticket that shows a back-order and the item is not received within 30 days after your back-order ticket, please call the Distribution Center and check on it.

## **MATERIAL TRANSFERS**

The Distribution Center is responsible for the movement of materials within the District. Equipment can be borrowed from other schools and we will provide the transport. We also provide transport of all excess equipment/material to be removed from the schools. In all cases, a Material Transfer Request must be completed and forwarded to the Distribution Center. We ask that five working days be given for transfers. This allows us to plan the moves. We know sometimes people forget, and there can be some immediate needs. If this happens, please call your Building Representative and we will make arrangements as needed. Material Transfer templates can be obtained on the LPS web forms page.

➤ **How do I get items picked up at my school and transferred to another location?**

- If you have six or more boxes, or the weight of the box exceeds 50 pounds, you must complete a Material Transfer Request and send it to the Distribution Center. Smaller amounts may be left in the mail pickup area.

## **LOANER EQUIPMENT**

We provide the following loaner type equipment:

1. Folding chairs. We have up to 700 chairs.
2. Folding tables. We have up to 48 tables available.

These are loaned on a “first come, first serve” basis. You may call to reserve tables or chairs, especially for high usage times. We will take reservations up to one year in advance. Along with the

phone reservation, please send a complete Material Transfer Request, for the items that you reserved.

## **EXCESS EQUIPMENT**

Material Transfer Requests can be used to move excess equipment and furniture from your school to the Distribution Center. Excess equipment, in particular electrical equipment, must be tagged (a piece of paper affixed to the item) indicating its working condition. The working condition of the item must be included on the Material Transfer Request. This does not pertain to furniture, only to equipment, which must be operated to determine condition. Distribution Center personnel will not pick up items not tagged in this manner, and the Material Transfer Request will be returned to the sender.

Suggested working condition terms:

Working, New  
Working  
Working, Excellent  
Working, Fair  
Working, Poor  
Not Working  
Not Working – P/C (Parts Cannibalized)

Items tagged as working will be made available to other schools for their needs. Items tagged as not working will be cleared through inventory and disposed of.

## **INVENTORY AND SURPLUS (IAS)**

Inventory and Surplus has two primary responsibilities:

- 1) maintain a database of LPS assets; and
- 2) manage surplus and excess LPS property

The Inventory Manager for Fixed Assets and Surplus works closely with the Distribution Center personnel to manage surplus and excess property, and to track the fixed assets of the District.

**OFFICE HOURS** are: 6:30 a.m. – 3:00 p.m. The direct telephone number to IAS is **436-1012**. This line is set up with voice mail and callers are encouraged to leave a message--the time that they will be available for a return call and an after-hours number (i.e., home number) if you wish your call to be returned after work.

### **SURPLUS AND EXCESS PROPERTY**

**SURPLUS PROPERTY:** Surplus property is property belonging to a school that is no longer required to accomplish its mission. A school identifies all property that is surplus on a Material Transfer Request, and sends this request to the Distribution Center. DC personnel will pick up this property at a scheduled time. Surplus property is stored at the DC in one of its warehouses. Property in serviceable condition is available at no cost to LPS personnel for use within the district.

- **Why can't the delivery truck pick up our surplus equipment when it delivers or takes other stuff we may have for the Distribution Center?**
- Our trucks need to stay on schedule – a schedule we usually plan several days in advance. This is necessary to get the most accomplished in an orderly fashion. When you send us Material Transfer Forms authorizing us to pick up items from your school, we can plan extra time in our schedule to pick up those items.
- **But the truck was empty when it dropped off our supplies.**
- The truck may need to be empty before proceeding on to its next assignment.

**SURPLUS SELECTION HOURS:** Surplus property stored in Distribution Center warehouses is available for viewing during IAS office hours. These “shopping hours” are **by appointment only**. To set up an appointment please call extension 1012 or 1013. Appointments are necessary so that we can be sure to have IAS personnel here.

**SURPLUS PROPERTY ANNOUNCEMENTS:** Occasionally a message is sent to schools to inform them of surplus property that is available. This message is sent through the e-mail system. This message is for informational purposes and intended to notify principals that some property of interest is available.

Not all schools receive all messages that are sent. Messages are sent to schools based on the type of property available. If the type of property is used in all schools, all schools will get the message.

This kind of announcement is made only by e-mail. The property is claimed by the first school to respond to the message. These e-mail messages are more frequent during the summer months and at the start of the school year.

**HOW TO FIND “FREE” ITEMS:** Schools are encouraged to call IAS to determine if an item is available in surplus. If an item is not available, schools and staff members are encouraged to e-mail other schools and staff members asking if they have the item, and if it is surplus to their needs. The transfer of property between schools is achieved by using a Material Transfer Request.

**EXCESS PROPERTY:** Property that is excess, by definition, is property that is determined to be surplus to the entire school district. Excess property is disposed of by a number of methods. The usual method is through a public auction. Principals are encouraged to consider property within their school that may be surplus, and should contact the Inventory and Surplus Manager to review any property they may have that could be included in the auction. Arrangements to transfer this property should be made soon after the message is received. The auction is usually held in late spring or early summer.

Auction fliers are mailed out to all schools, and advertised in the Lincoln Journal Star under “Auctions”. These dates will also be posted on [www.auctionbill.com](http://www.auctionbill.com). Click on the link for Nebraska, and look for the date. The information is also posted on the sign at the entrance to the Distribution Center parking lot. No property will be pulled from the auction after the auction bill is published.

It is policy that the only method to sell excess LPS property to individuals or profit-making organizations is through public auction. Excess LPS property is available for sale to non-profit organizations during the year.

## **PROPERTY MANAGEMENT**

**PROPERTY ACQUIRED BY DONATION:** Gifts are frequently made to schools and are considered the property of LPS after the Board of Education accepts them during a board meeting. If the gift is an asset that is inventoried and tracked by IAS, it will be tagged, cataloged and added to the inventory database. Acquisition data will be provided by the board report. All gifts to the schools should be declared by the school to the board for approval.

**WARRANTY INFORMATION:** Occasionally, property purchased will require repair or replacement under the equipment warranty. To return warranted items, refer to the section in this manual for instruction on returns.

Property that is to be returned to the vendor for replacement **must** be handled through your Distribution Center Building Representative. This property may be included in the inventory database. Schools and departments cannot properly handle the return of LPS property and make the adjustments that need to be made to the inventory database.

**LOANING PROPERTY:** Schools always loan property to other schools. If an item is available from another school for a loan, the transfer of the property can be made using a Material Transfer Request. Information on the procedures is found elsewhere in this manual. The only requirement is that schools keep a record of the property that they have loaned out. This is good stewardship of public property and will assist you in accounting for all your property.

**LOST OR STOLEN PROPERTY:** Property that is lost or stolen should be reported on the Damaged, Lost and Theft Incident Report form. A copy of this form will be forwarded to IAS to document the removal of this property from your inventory.

**MODIFYING OR ALTERING PROPERTY:** School property, in particular furniture, can be modified or adapted for a use other than that which it was originally purchased. Prior to making any changes to school property, please call IAS to determine if a piece of equipment or furniture is not already available in surplus.

**DESTROYING PROPERTY FOR INSTRUCTIONAL PURPOSES:** Several schools obtain from IAS obsolete computers and broken electronics equipment to use in their classroom for instructional purposes. This property is usually dismantled by students to show “how it works.” Schools should consider using broken and obsolete property for such purposes.

Schools are **not** to dismantle or destroy LPS property without first “clearing” the property through IAS. The clearing process will determine that the piece of property is indeed obsolete, not required elsewhere in the school system and certify that the item was destroyed for instructional purposes. This certification will remove the item from the school’s inventory and the District’s asset database. This process is not long and tedious, and can be accomplished by a telephone call and a signature on a certificate. This process will assure that the property is removed from the school’s inventory and no longer accounted as a school asset. Without making adjustments to the school’s inventory, a school will have to account for the piece of property when the school is inventoried.

Property that has been dismantled for instructional use can be discarded at the school.

**TAGGING OR MARKING PROPERTY:** IAS determines what school property should be included in the inventory database. A very loose rule is that property less than \$300.00 in value when purchased new is not included in the inventory database. Exceptions are always made for those items that are pilferable.

Schools are encouraged to mark, tag or etch property that is not tagged and inventoried. This can be accomplished by a number of different methods. Please call IAS at extension 1012 to discuss the current method.

You may permanently mark or tag property with the following words:

PROPERTY OF LINCOLN PUBLIC SCHOOLS

*Please avoid permanently marking LPS property with the name of a teacher, a room number or the school’s name.* To mark a teacher’s name, a room number or the name of a school on a piece of LPS property, please use gummed labels that can be removed should the piece of property be transferred to another school.

**REMOVING THE LPS PROPERTY RECORD TAG:** The LPS Property Record Tag is a tamper resistant tag that has a unique sequence number and a bar code symbol printed on it. This tag should not be removed without the approval of IAS. Removing this tag without permission of IAS is considered to be vandalism of school property. This vandalism should be reported to the principal and IAS.

## **FOOD STORES OPERATION**

The Food Stores Department is responsible for receiving and inventory of all food products, both purchased and government commodities. We also receive and inventory non-food supplies such as soap, silverware, napkins and other miscellaneous supplies.

The Food Stores Department supplies 52 kitchens throughout the Lincoln area. We operate with 12 staff members and several staff on an as-needed basis. There is approximately \$610,000 worth of food inventory on hand and about \$200,000 in non-food inventory on hand. We have approximately 200,000 square feet of freezer space and 1200 square feet of refrigerator space. The kitchens are divided into five sectors with 15 to 16 kitchens per sector (some kitchens get more than one delivery per week). Kitchen managers order food and non-food on a five-day basis, with some exceptions. The orders are then pulled two to three days before delivery date. Inside warehouse staff pulls these products. Frozen food is pulled the day before delivery.

### ➤ **What should I do if Distribution sent something other than I ordered?**

- If this is a picking error, send back the mis-picked item. The Distribution Center will replace it as soon as possible, normally on the milk route. If the product will be used sooner than the milk route's delivery time, other arrangements will be made.

**By using the Distribution Center delivery ticket to check in your order, you will know if you were charged for the item in question.** If you are charged and still can't use the item, an "Item Return Memo" needs to be filled out. Always include the item number, requisition number, quantity being returned and reasons for return. The memo will be furnished by your delivery driver, who will also return the item and memo to Food Stores for credit.

### ➤ **What if I receive something damaged?**

- If an item is damaged, you as the manager will determine if it can be used or if it needs to be replaced. If it does need to be replaced, Food Stores will send out a replacement. The kitchen will be charged for all replacements.

**DO NOT** send damaged item back to Food Stores until you have contacted Nutrition Services. If you are instructed to return to Food Stores you can send the item on the NEXT available truck. Please do not delay your delivery person, as it may take some time to determine if Food Stores can receive credit from the vendor. You must fill out a Damage and Loss Report and submit it to Nutrition Services Office to receive credit for damaged items. Be sure to note damage on the Food Stores Picking Ticket.

### ➤ **What should I do if I ordered something in error?**

- Your delivery person can return the item in question. Always fill out an "Item Return Memo" when returning a product for which you have been charged. This will insure you receive

credit for returned products. You then must contact the Nutrition Services Office to order the item you need to replace the mis-ordered product. Food Stores will send out as soon as possible.

➤ **What should I do if I need something, but I forgot to order?**

- Contact the Nutrition Services Office as soon as possible. The Food Stores will send out your product as quickly as possible. All requests for additional food or non-food must be made through the Nutrition Services Office.

➤ **Why should I fill out paperwork when returning items?**

- The "Item Return Memo" contains important information that is needed to issue proper credit and adjust our inventory. Always be sure to include your school name and number, correct stock number, requisition number, the quantity being returned and reason for return.

## **MILK DELIVERIES**

The milk route provides milk, ice cream mix, cheese, juice and miscellaneous food products to the schools on a daily basis. There are four milk routes, one driver per route. The driver is responsible for loading and counting all products on the route. The driver also insures the product is delivered daily and on time to all schools on his/her route. Combining all four routes, the total weight for this much product is about 13 tons daily.

➤ **What should I do if I'm running short of milk or other dairy products?**

- Ask the delivery person if they have any extra milk available (they usually carry a few extra cases of white milk). If by chance they do not, then call the Nutrition Services Office as soon as possible. They will notify your supervisor and they will take care of the problem.

➤ **What should I do about cartons of milk leaking?**

- Keep count of leaking cartons. At the end of the month, fill out the leaker form and send to the Nutrition Services Office.

➤ **What if my cases/cartons are dirty?**

- Call the Nutrition Services Office and report dirty cases. **Tell your daily delivery person.** If it continues, call the Distribution Center Food Stores Superintendent and advise your supervisor.

➤ **What if I have problems with a delivery person?**

- Always advise your supervisor. They will contact the Food Stores Superintendent. We would further suggest you write down dates, times and incident facts as soon as possible. We also would like to hear the good things about our people as well. Feel free to call or e-mail us at any time.

(This is a half sheet.)

**Lincoln Public Schools – Food Stores Department**

**Extra Milk Delivery**

School: \_\_\_\_\_

Date: \_\_\_\_\_

Quantity Delivered: \_\_\_\_\_ case

Delivered By: \_\_\_\_\_

Route # \_\_\_\_\_

Received By: \_\_\_\_\_

**RETURN OF STOCK / NON-STOCK / ON-LINE MATERIAL FORM**  
**LINCOLN PUBLIC SCHOOLS DISTRIBUTION CENTER**

No prior phone call is necessary for returns, but please call if you have questions.

Use separate form for each purchase order, requisition, or on-line order.

**Attach copy of applicable paper work to this form, for example: purchase order for non-stock; delivery ticket for stock; and on-line order form or pack list for on-line orders and place in box. Place one copy of this form on the box.**

Keep one copy of this form for your records.

**FORM MUST BE FILLED OUT COMPLETELY AND SENT TO DC WITH MERCHANDISE.**

Stock                       Non-stock                       On-line, Vendor Name

Date \_\_\_\_\_ Purchase Order # \_\_\_\_\_  
 School / Dept. \_\_\_\_\_ Requisition # \_\_\_\_\_  
 Phone # \_\_\_\_\_ On-line Order # \_\_\_\_\_  
 LPS Contact Person \_\_\_\_\_

QUANTITY	LPS # OR VENDOR #	DETAILED DESCRIPTION OF ITEM	REASON FOR RETURN (SEE BELOW)

**Reason for return:** (A) Ordered wrong                      (B) No longer needed                      (C) Received damaged  
 (D) Received duplicate shipment                      (E) Misc. (explain below)

**Return for:**  Credit     Replacement (only if item is defective or damaged)

**Explain discrepancy. Please be specific:**

<b>FOR DISTRIBUTION CENTER USE ONLY</b>		
Date received _____	By: _____	Location: _____
Type of return _____	(enter number of choice)	
1. Return for credit.	2. Return for credit. Do not return to stock.	3. Return and replace. Do not return to stock.

