STORES WAREHOUSE REQUISITION PROCEDURE
(PUR-P005)
Clarksville-Montgomery County School System

1.0 SCOPE:

1.1 This procedure outlines the manner in which orders are received by and delivered from the Stores Warehouse facility.

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

2.1 Warehouse Supervisor

3.0 APPROVAL AUTHORITY:

3.1 Chief Financial Officer (CFO)

4.0 DEFINITIONS:

4.1 MUNIS: Integrated software system

4.2 Pick Ticket: Warehouse order form generated from MUNIS stating item number, amount ordered, bin number, description and where to deliver the merchandise.

5.0 PROCEDURE:

5.1 Employee enters order on the MUNIS Warehouse Module.

5.2 Pick Ticket is generated automatically in Warehouse when order is approved.

5.3 Warehouse staff fills orders when Pick Ticket is received.

5.4 The Warehouse staff delivers the stores request in the order received to the indicated location.

 5.4.1 Upon delivery, receipt of all items is verified by the designated employee at the location using the Pick Ticket.

 5.4.2 The Warehouse staff retains the Pick Ticket for filing.

5.5 Discrepancies discovered upon delivery are resolved as follows:

 5.5.1 An incorrect item is returned to the Warehouse and replaced with the correct item the next day. This is noted on the Pick Ticket that is returned to the Warehouse.

 5.5.2 An overage is returned to the Warehouse and re-stocked. This is documented on the Pick Ticket.

 5.5.3 A shortage is pulled from stock and delivered the next day. This is noted on the Pick Ticket.

6.0 ASSOCIATED DOCUMENTS:

6.1 Pick Ticket (computer generated)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Pick Ticket	Warehouse	Current plus five years	Discard as desired	Secured building

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
1/14/03		Initial Release
3/03/03	A	Clarify 5.3
2/02/04	B	Outline documentation in 5.9.
4/13/06	C	Update procedure and flowchart due to MUNIS implementation

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

* * * E n d   o f   p r o c e d u r e * * *

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                        ┌─────────────────┐
                        │  Order entered  │
                        └────────┬────────┘
                                 │
                        ┌────────▼─────────┐
                        │ Pick Ticket generated │
                        │ when ordered approved  │
                        └────────┬─────────┘
                                 │
                        ┌────────▼─────────┐
                        │   Order filled   │
                        └────────┬─────────┘
                                 │
                        ┌────────▼─────────┐
                        │  Order delivered │
                        └────────┬─────────┘
                                 │
                             ◇ Discrepancies ◇
  ┌──────────┐   ◄─Yes─
  │ Resolved │
  └────┬─────┘         No
       │                │
       └──────►  ┌──────▼──────┐
                 │     End     │
                 └─────────────┘
```