

Baltimore County Public Schools
Department of Business Services
Distribution & Print Services

Subject: SUPPLIES REQUISITION		Operating Procedure: OP 5007.0
Effective Date: July 1, 2006	Revised Date: July 1, 2006	Distribution: ACCOUNT MANAGERS
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Policy:

The Office of Distribution Services maintains an inventory of selected items for school and office use. These items are listed in the Distribution Services Supplies Catalog with current prices and will be available upon request.

Procedures:

The school or office completes the Supplies "S" Requisition, Bebco#9660000001D, ordered, description and price and forwards to the Office of Distribution Services.

The office staff numbers the "S" Requisition, removes the control copy (yellow) and places in binder.

The "S" Requisition is then checked for accuracy and the data is entered into the Automated Inventory Management System. A numbered picking/delivery ticket is produced that reduces the warehouse inventory, referencing the "S" Requisition number.

The office staff compares picking/delivery ticket to the "S" Requisition and forwards picking/delivery ticket to the warehouse. The picking delivery ticket is filled, by warehouse personnel and prepared for delivery.

Delivery is then made to the school/office. The school/office signs for materials and receives a copy (second) of the picking/delivery ticket. The signed copy (original) of the picking/delivery ticket is returned to the Office of Distribution Services.

The office staff compares the signed picking/delivery ticket to the corresponding "S" Requisition and files.