



Administrative Procedure WHS-P410
**STORES INVENTORY FOR
DISTRIBUTION WAREHOUSE PROCEDURE**

Responsible: Office of Business and Financial Services, Purchasing Department, Distribution Warehouse

PURPOSE

This administrative procedure establishes the process by which the various functions of Stores Inventory are processed by the Distribution Warehouse in the Washoe County School District ("District" or "WCSD").

PROCEDURE

1. The Warehouse, as part of the required materials management process, oversees various Stores Inventory functions including effectively maintaining resources and materials, which are needed on a regular basis for WCSD staff (district-wide), including, but not limited to, custodians, teachers, and administrators.
 - a. Stores Inventory refers to a system function within the District's web-based, financial accounting software system (BusinessPlus).
2. The BusinessPlus system in the Warehouse is used to track inventory coming in through POs for redistribution from the Warehouse to district-wide locations and to create, approve and process orders for custodial supplies, warehouse supplies and surplus furniture.
3. Customers create orders and designate the orders as custodial, warehouse or surplus warehouse. Orders in the system are reviewed for accuracy and then approved, so that pick tickets can be printed.
4. WCSD supports various charter schools. These schools can order supplies and surplus inventory from WCSD. Since these school administrators are not given authorization to order in BusinessPlus, the Distribution Warehouse's Inventory Control Technician can process an order from an email request.
 - a. The Warehouse Product Catalog Price List, Custodial Price List and Surplus Catalog provide information on what is available to order. These catalogs are online at <https://www.washoeschools.net/Domain/383> (Warehouse Department webpage).
5. If a customer places an order with an incorrect product or quantity, then he/she can receive a credit on product purchased if the product is unopened **or** not used in the current school year.
 - a. Customer must contact the Warehouse with the order number, product name and quantity he/she would like to return.

- b. The credit returns the inventory back into stock for resale. Customer receives credit once the product is returned to the Warehouse.
6. As part of Stores Inventory management, cycle counts are performed weekly by Warehouse personnel. The cycle count process allows corrections to the inventory if a product or quantity was incorrectly picked, or if product was received incorrectly. An End-of-the-Year complete cycle count is performed for reporting purposes.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. WHS-W405 – Distribution Warehouse Picking Orders Work Instruction
 - b. WHS-W411, Stores Inventory Cycle Counts Work Instruction
 - c. WHS-W412, Stores Inventory Order Processing Work Instruction
 - d. WHS-W413, Stores Inventory Cash-On-Delivery (COD) Orders Work Instruction
 - e. WHS-W414 – Stores Inventory Customer Credit Work Instruction
 - f. WHS-W415, Stores Inventory Processing Purchase Orders Work Instruction

REVIEW AND REPORTING

- 1. This procedure will be reviewed as part of the bi-annual audit of the District's governing documents in odd-numbered years.

REVISION HISTORY

Date	Revision	Modification
1/03/2019	1.0	Adopted