How to Use the Bulk Order Form and the Sell-Down Order Form:

The District has two types of order forms. The **Bulk Order Form** lists inventory items that the District will actively maintain, and will replenish once its supplies are depleted, and the **Sell-Down Order Form** lists inventory items that the District currently has in stock, but will not replenish once the items have been distributed. The District is tying to "sell down" these items, and once they are depleted you will have to purchase these items via the Purchase Order system.

Each form has its own Tab in this spreadsheet. Below are the instructions for using these forms:

- 1) Locate the item(s) you wish to order and fill in the desired quantity in the "QTY" column.
- 2) Provide the appropriate Budget Account Code to be charged for the items in the "Budget Account Codes" columns. Note: If you require pricing for your order (prior to placing the order), please call the District Warehouse at 466-7214, to obtain the pricing. Pricing for the Sell Down items is listed on the form.
- 3) Obtain the appropriate Business Manager or District Manager's signature on the bottom of the form, and fax the order to the District Warehouse at 587-7866.
- 4) The District Warehouse will fill in the average price for the item(s) in the "Average Price" column, calculate the total price in the "Total" column, note any shortages in the "Comments" column, and deliver the items.
- 5) Upon delivery of items, the Warehouse Worker will require a signature for proof of delivery in the "Delivery Receipt" field.
- 6) A copy of the Order Form will be provided at the time of delivery. This form should be forwarded to the Business Manager or District Manager who approved the purchase.
- 7) Weekly, the Warehouse will inform the Finance Department of the total cost of your order so that your budget will be charged for the items. If have questions regarding when your budget will be charged, please contact the Finance Department.

If you have any questions, please call the Warehouse at 466-7214, or the Warehouse Supervisor, Mr. Shawnee Martinez at 466-7334.

Thank you, John Banisadr Purchasing Compliance Manager

F	Requestor:	DistrictLaneyCOAMerrittBCC	_			Date: PH #:						DU	LK
LocationBlatictLarieyOOAMerrittBOO							OFT A	200111	Page 1 Warehouse Use Only				
						BUD	GE I A	COUN	T CODES Activity/		VV	arenouse Us	se Only
QTY		DESCRIPTION	UoM	Loc	Fund	Cost Ctr	Obj	Prgm	Suffix	Project Acct L	Average Price	Total	Comments
		PAINT, AEROSOL, WHITE, FOR ATHLETIC FIELD LINES	CASE									-	
		BLEACH, CLOROX	GAL									-	
		CHALK, ATHLETIC FIELD MARKING	SACK									-	
		CLEANER, MIRROR/WINDOW, CONCENTRATED	GAL.									-	
		CLEANER, MUSCLE, TWISTER	GAL.										
		CLEANER, QUART, DISINFECTANT, ALL STAR MINT	GAL.									-	
		DEGREASER, HIGH FOAMING, AIRKIM361301107	CASE										
		LINER, PAPER BAG, SANITARY NAPKIN, 1000/CS	CASE									-	
		LINER, RECPT, POLY, 12"X8"X22", 1000/CS	CASE									-	
		LINER, RECPT, POLY, 37"X46", 44 GAL	CASE									-	
		LINERS, HEAVY DUTY, 40' X 48", BLACK	CASE										
		PAD, SUPER POLISH, WHITE, 20', 3M	CASE									-	
		PAD, FLOOR, STRIPPING, BLACK, 20"	EA								_	-	
		KCI41041 WYPALL X80 BLUE TOWELS	CASE									-	
		PAPER, TOILET, ROLL, 2-PLY, 750 PR, 48 PC	CASE										
		PAPER, TOILET TISSUE, JR. JUMBO ROLL RAGS, WIPING, WHITE #1 (ASSORTED)	CASE								_	-	
			BALE								_	-	
		SEAT COVERS, TOILET, 250 PKG, 2500 PC, SAFE FOAM SOAP, GOJO, 2000ML, 5262-02	CASE								_	-	
		DISPENSER, GOJO FMX-20, 5250-06	CASE										
		SHAMPOO, CARPET, BONNET CLEANER, STAR FOAM	GAL.									-	
		FLOOR STRIPPER, HEAVY DUTY, (ALL FLOORS)	PAIL										
		LIQUI-ZYME, ODOR ELIMINATOR, UN455	GAL.										
		LIQUID SUNSHINE, CLEANER-DEGREASER	GAL.										
		TOWELS, TERRY, CONDEMNED, WHITE, 50 LB.BX.	LB										
		TOWELS, PAPER, MULTI-FOLD, WHITE, GEP24590	CASE										
		TOWELS, PAPER, SINGLE FOLD, KC	CASE										
		TOWEL, PAPER, ROLL-TYPE, SCOTT, 800'/ROLL	CASE										
		WAX, FLOOR	GAL.										
		ENVELOPE, LETTERHEAD, #10, BCC	BOX										
		ENVELOPE, LETTERHEAD, #10, ALAMEDA	BOX										
		ENVELOPE, LETTERHEAD, #10, DISTRICT OFFICE	BOX									_	
		ENVELOPE, LETTERHEAD, #10, LANEY COLLEGE	BOX									_	
		ENVELOPE, LETTERHEAD, #10, MERRITT	BOX										
		ENVELOPE, LETTERHEAD, #10 OUTLOOK, ALAMEDA	вох									_	
		ENVELOPE, LETTERHEAD, #10 OUTLOOK, DIST OFF	BOX									-	
		ENVELOPE, LETTERHEAD, #10 OUTLOOK, LANEY	вох									-	
		ENVELOPE, LETTERHEAD, #10 OUTLOOK, MERRITT	вох										
		ENVELOPE, LETTERHEAD, #10 OUTLOOK, BCC	вох	1								-	
		ENVELOPE, PLAIN, WHITE, #10	вох									-	
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istrict Manager:					Recei	ived By:					<u> </u>		
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ORDER FORM FOR BULK ITEMS - PCCD WAREHOUSE (Fax the Approved Form to the District Warehouse at 587-7866)													
Requestor:					Date:	iii to ti	ic Disti	ict wareriot					
Location:					PH#:					- DULN			
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					BUD	GET A	CCOUN	T CODES		Warehouse			
OTV ITEM	A DESCRIPTION	HaM	1	Fund	Cook Chr	Oh:	D	Activity/ Suffix	Duniant Apptiling	Average Price Total			
	DESCRIPTION COMMISSION CONTRACTOR OF TRAVEL EXPENSE 9044	UoM	LOC	runa	Cost Ctr	Obj	Prgm	Sumx	Project Acct Line		Comments		
	FORM-STATEMENT OF TRAVEL EXPENSE, 8044	PKG.								-			
	FORM, TRAVEL REQUEST, 4-PART NCR	PKG.								-			
	FORM-APPLICATION FOR USE OF FACILITIES	PKG								-			
	PAPER, DUPLICATOR, 8-1/2 X 11, BLUE	REAM								-			
	PAPER, DUPLICATOR, 8-1/2 X 11, BUFF	REAM								-			
	PAPER, DUPLICATOR, 8-1/2 X 11, CANARY	REAM								-			
	PAPER, DUPLICATOR, 8-1/2 X 11, GOLDENROD	REAM								-			
	PAPER, DUPLICATOR, 8-1/2 X 11, GREEN	REAM								-			
	PAPER, DUPLICATOR, 8-1/2 X 11, PINK	REAM								-			
	PAPER, DUPLICATOR, 8-1/2 X 11, SALMON	REAM								-			
	PAPER, DUPLICATOR, 8-1/2 X 11, WHITE	REAM								-			
	PAPER, LETTERHEAD, 1ST COPY, COA	PKG								-			
	PAPER, LETTERHEAD, 1ST COPY, DIST OFFICE	PKG								-			
	PAPER, LETTERHEAD, 1ST COPY, LANEY	PKG								-			
	PAPER, LETTERHEAD, 1ST COPY, MERRITT	PKG								-			
	PAPER, LETTERHEAD, 1ST COPY, BCC	PKG								-			
	PAPER, BOND, 8-1/2"X14", SUB 20, WHITE	REAM								-			
	Z LAMP, FLUORESCENT, F34CW/RS/WM30PK	EA								-			
	LAMP, FLUORESCENT,F32T8XLSP41WMECO,4FT	EA								-			
	LAMP, FLUORESCENT,T8,FO17/741,4100K,2 FT	EA								-			
10140		CASE								-			
10141		CASE								-			
10142		CASE								-			
	MARAUDER 5265-1500 GROUT CLEANER	CASE								-			
	TRUE 7 5013-1500ph NEUTRAL CLEANER	CASE								-			
	PORM-INDEPENDENT CONTRACTOR/CONSULTANT	PKG								-			
	PAPER, CONT FORM, 9-1/2 X 11, 1 PLY, 2700/C	CTN				B = 1 - 11	(-I-)VE			-			
Approved By E						DELI	ERY R	ECEIPT		TOTAL: -			
District Manag	er:		_	Recei	ved By:								
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ORDER FORM FOR SELL-DOWN ITEMS - (Fax the Approved Form to the District Warehouse at 587-7866) Requestor: Location: District Laney COA Merritt PH #: **BUDGET ACCOUNT CODES** Warehouse Use Only Activity/ **QTY ITEM# DESCRIPTION** UoM Loc Average Price Total Cost Ctr Project Acct Line Comments 103231 GRAFITTI REMOVER, SPRAYABLE GEL AERSOL CAN 12.92 103577 HOSE, WATER, 3/4" ID, COUPLED, 50', PLASTIC LENG 10.01 \$ 103582 HOSE, WATER, 3/4" ID, COUPLED, 50', RUBBER LENG 17.52 104199 NOZZLE, HOSE, BRASS, SPRAY \$ 7.09 EΑ \$ 104419 OIL, MOTOR, SAE 10-40 WEIGHT QT 1.95 104420 OIL. MOTOR, SAE 30 QT \$ 1.86 104445 PAD, FLOOR, SCRUBBING, GREEN, 20" EΑ \$ 3.62 105050 REMOVER, GUM, AEROSOL, 7 OZ. CAN \$ 6.25 CAN \$ 105338 RECEPTACLE, SANITARY NAPKIN, MIPRO 2811 16.33 EΑ 105614 SAWDUST, PINE, COARSE SACK 2.93 107619 TEE-HANDLES, WATER FAUCET \$ 2.99 EΑ 112004 ENVELOPE, CLASP, MANILA, #63, 6-1/2X9-1/2 вох \$ 7.22 ENVELOPE, LETTERHEAD, #6-3/4, ALAMEDA \$ 112430 11.47 BOX 112434 ENVELOPE, LETTERHEAD, #6-3/4, DISTRICT OFF 3.85 BOX 112436 ENVELOPE, LETTERHEAD, #6-3/4, LANEY \$ 7.36 BOX 112438 ENVELOPE, LETTERHEAD, #6-3/4, MERRITT вох \$ 11.44 112560 ENVELOPE, PLAIN, MANILA, #10 14.82 BOX 112914 FOLDERS, FILE, HANGING, PENDERFLEX, LTR. \$ 13.65 BOX \$ 112915 FOLDER, FILE, HANGING, LEGAL, ASSORTED BOX 9.54 112916 FOLDERS, FILE, HANGING, PENDAFLEX, ASSORTED, LEG \$ 14.97 BOX 112918 FOLDERS, HANGING, LEGAL SIZE, SMEAD BOX 8.99 112919 FOLDERS, FILE, HANGING, 1/5, LETTER SIZE \$ 6.79 BOX 112952 FORM-REQUEST PETTY CASH REIMBURSEMENT 20.86 PKG \$ 112954 FORM-REQUISITION/PURCHASE ORDER 11.23 PKG 112955 FORM-REQUISITION, PETTY CASH, 3-PT, 100/PKG. PKG \$ 41.38 \$ 113026 FORM-CLASSIFIED EMPLOYMENT APPLICATION **PKG** 8.15 \$ 113113 FORM-APPLIC/PURCHASE/TAX-DEFER ANNUITY CON PKG 7.87 \$ 28.09 113114 FORM-REQUEST/CANCEL TAX-DEFER ANNUITY CNTRC PKG 114453 PAD, SCRATCH, WHITE, 4"X6" \$ 3.90 DOZ 114456 PAD. POST IT NOTE, 3"X3", YELLOW EΑ \$ 0.26 114476 PAPER, ADDING MACH, WHITE, 3"X 215" \$ 0.39 **ROLL** 114520 PAPER, DUPLICATOR, 8-1/2 X 14, BLUE \$ 5.34 REAM 114522 PAPER, DUPLICATOR, 8-1/2 X 14, BUFF \$ 6.06 **REAM** 114524 PAPER, DUPLICATOR, 8-1/2 X 14, CANARY \$ 5.05 REAM 114526 PAPER, DUPLICATOR, 8-1/2 X 14, GOLDENROD **REAM** 4.50 114528 PAPER, DUPLICATOR, 8-1/2 X 14, GREEN \$ 4.32 **REAM** \$ 114530 PAPER, DUPLICATOR, 8-1/2 X 14, PINK **REAM** 3.64 \$ 114532 PAPER, DUPLICATOR, 8-1/2 X 14, SALMON REAM 34.34 114682 PAPER, WRAPPING, 24 IN, X 300 YDS, KRAFT 49.26 **ROLL** 114686 PAPER, WRAPPING, 36 IN X 300 YDS, KRAFT \$ 29.83 ROLL 129012 LAMPS, FLUORESCENT, F20T12/CW \$ EΑ 1.10 129014 LAMP, FLUORESCENT, F30T12/CW/RS \$ 1.51 EΑ -Approved By Business/ **DELIVERY RECEIPT** TOTAL: District Manager: Received By:

Date:

Date:

		FORM FOR SELL-DOWN ITEMS - (Fax the A				ne Distric	ct Ware	house a	at 587-7866	·)				TTI	
Requestor: Location:DistrictLaneyCOAMerrittBCC						Date:							NH.		
l oca	tion:	District Laney COA Merritt BCC	_			PH #·						_	UL		
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QTY ITE	W #	DESCRIPTION	UoM	Loc	Fund	Cost Ctr	Obj	Prgm	Suffix	Project	Acct Line	Avera	ige Price	Total	Comments
		LAMP, FLUORESCENT, FB 40CW/3/SS	EA									\$	5.40	-	
		LAMP, FLUORESCENT, F40CW	EA									\$	0.44	-	
		LAMP, FLUORESCENT, F40W	EA									\$	0.51	-	
		LAMP, FLUORESCENT, F96T12/CW/HO DBL CONTACT	EA									\$	2.45	-	
		LAMP, FLUORESCENT, F48T12/CW	EA									\$	2.16	-	
		LAMP, FLUORESCENT, SUPERSAVER, F96T12/CW	EA									\$	2.35	-	
		LAMP, FLOURESCENT, U-TUBE, FB031/741	EA									\$	9.47	-	
		LAMP, FLOURESCENT, U-TUBE, FB032/741	EA									\$	5.97	-	
		LAMP, FLOURESCENT,ECON-0-WATT,FB40CW/6/,U	EA									\$	3.15	-	
		LAMP, INCANDESCENT, MED, 25A I.F.	EA									\$	0.68	-	
		LAMP, INCANDESCENT, MED, 25T10/I.F.	EA									\$	1.55	-	
		LAMP, INCANDESCENT, MED, 60A I.F.	EA									\$	0.39	-	
129		LAMP, INCANDESCENT, MED, 60W	EA									\$	1.22	-	
		LAMP, INCANDESCENT, MED, 75W	EA									\$	1.60	-	
		LAMP, INCANDESCENT, MED, 75R30/FL	EA									\$	1.38	-	
		LAMP, INCANDESCENT, MED, 100A I.F.	EA									\$	0.49	-	
		LAMP, INCANDESCENT, MED, 150A I.F.	EA									\$	0.23	-	
		LAMP, INCANDESCENT, MED, 200A/CL, CLEAR	EA									\$	0.79	-	
		HAMMER, CLAW, STEEL HANDLE, 13 OZ	EA									\$	7.99	-	
		HAMMER, CLAW, STEEL HANDLE, 16 OZ	EA									\$	13.27	-	
		KNIFE, PUTTY, 1-1/2"	EA									\$	2.27	-	
		PLIERS, COMBINATION, 6 IN	PR									\$	7.85	-	
		PLIERS, LINEMANS, 7 IN	PR									\$	12.50	-	
		PLIERS, MULTIPLE SLIP JOINT, 10 IN	PR									\$	6.85	-	
		SAW, HAND, CROSSCUT, 10 PT, 26 IN	EA									\$	10.57	-	
		SAW, HAND, RIP, 5 1/2 PT, 26 IN	EA									\$	17.11	-	
		SCREWDRIVER, PHILLIPS, NO 2, 4 IN	EA									\$	4.49	-	
		SCREWDRIVER, PHILLIPS, NO 3, 6 IN	EA									\$	2.19	-	
		SCREWDRIVER, PHILLIPS NO 4, 8 IN	EA									\$	5.66	-	
		SCREWDRIVER, STRAIGHT TIP, 4 IN	EA									\$	2.90	-	
		SCREWDRIVER, STRAIGHT TIP, 6 IN	EA									\$	4.25	-	
		SCREWDRIVER, STRAIGHT TIP, 8 IN	EA									\$	5.24	-	
		WRENCH, ADJUSTABLE, 6 IN	EA									\$	11.21	-	
		WRENCH, ADJUSTABLE, 10 IN	EA									\$	14.25	-	
		WRENCH, ADJUSTABLE, 12 IN	EA									\$	21.39	-	
		WRENCH, ADJUSTABLE, PIPE, 10 IN	EA									\$	7.25	-	
		WRENCH, ADJUSTABLE, PIPE, 14 IN	EA	-								\$	12.66	-	
		CORD, EXTENSION, 6 FT, 3-WIRE GROUND	EA	1		1				+		\$	6.56	-	
		CORD, EXTENSION, 8 FT, 3-WIRE GROUND	EA	1		1				+		\$	7.00	-	
		CORD, EXTENSION, 25 FT, 3-WIRE GOUND	EA	1		1				+		\$	8.00	-	
		CORD, EXTENSION, 50 FT, 3-WIRE GROUND	EA	1		1				+		\$	15.00	-	
		ADAPTER, "U" GROUND, 3 WIRE	EA			<u> </u>	DEL	/CDY B	CCCIDT.			\$	1.17	-	
Approved B		iness/					DELI	ÆRY R	ECEIPT			'	OTAL:	-	4
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Date: