

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 trying 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

BULK

Date: _____

PH #: _____

Page 1

[illegible]

Date: _____

Date: _____

TOTAL:	-
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BULK

Date: _____

PH #:

Page 2

Warehouse Use Only

[illegible]

DELIVERY RECEIPT

Received By:	
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Date: _____

TOTAL:	-
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ORDER FORM FOR **SELL-DOWN** ITEMS - (Fax the Approved Form to the District Warehouse at 587-7866)

Requestor: _____

Date: _____

Location: _____ District _____ Laney _____ COA _____ Merritt _____ BCC

PH #: _____

SELL-DOWN

Page 1

				BUDGET ACCOUNT CODES							
QTY	ITEM #	DESCRIPTION	UoM	Loc	Fund	Cost Ctr	Obj	Prgm	Activity/ Suffix	Project	Acct Line
	103231	GRAFITTI REMOVER, SPRAYABLE GEL AERSOL	CAN								
	103577	HOSE, WATER, 3/4" ID, COUPLED, 50', PLASTIC	LENG								
	103582	HOSE, WATER, 3/4" ID, COUPLED, 50', RUBBER	LENG								
	104199	NOZZLE, HOSE, BRASS, SPRAY	EA								
	104419	OIL, MOTOR, SAE 10-40 WEIGHT	QT								
	104420	OIL, MOTOR, SAE 30	QT								
	104445	PAD, FLOOR, SCRUBBING, GREEN, 20"	EA								
	105050	REMOVER, GUM, AEROSOL, 7 OZ. CAN	CAN								
	105338	RECEPTACLE, SANITARY NAPKIN, MIPRO 2811	EA								
	105614	SAWDUST, PINE, COARSE	SACK								
	107619	TEE-HANDLES, WATER FAUCET	EA								
	112004	ENVELOPE, CLASP, MANILA, #63, 6-1/2X9-1/2	BOX								
	112430	ENVELOPE, LETTERHEAD, #6-3/4, ALAMEDA	BOX								
	112434	ENVELOPE, LETTERHEAD, #6-3/4, DISTRICT OFF	BOX								
	112436	ENVELOPE, LETTERHEAD, #6-3/4, LANEY	BOX								
	112438	ENVELOPE, LETTERHEAD, #6-3/4, MERRITT	BOX								
	112560	ENVELOPE, PLAIN, MANILA, #10	BOX								
	112914	FOLDERS, FILE, HANGING, PENDERFLEX, LTR.	BOX								
	112915	FOLDER, FILE, HANGING, LEGAL, ASSORTED	BOX								
	112916	FOLDERS, FILE, HANGING, PENDAFLEX, ASSORTED, LEG	BOX								
	112918	FOLDERS, HANGING, LEGAL SIZE, SMEAD	BOX								
	112919	FOLDERS, FILE, HANGING, 1/5, LETTER SIZE	BOX								
	112952	FORM-REQUEST PETTY CASH REIMBURSEMENT	PKG								
	112954	FORM-REQUISITION/PURCHASE ORDER	PKG								
	112955	FORM-REQUISITION, PETTY CASH, 3-PT, 100/PKG.	PKG								
	113026	FORM-CCLASSIFIED EMPLOYMENT APPLICATION	PKG								
	113113	FORM-APPLIC/PURCHASE/TAX-DEFER ANNUITY CON	PKG								
	113114	FORM-REQUEST/CANCEL TAX-DEFER ANNUITY CNTRC	PKG								
	114453	PAD, SCRATCH, WHITE, 4"X6"	DOZ								
	114456	PAD, POST IT NOTE, 3"X3", YELLOW	EA								
	114476	PAPER, ADDING MACH, WHITE, 3"X 215'	ROLL								
	114520	PAPER, DUPLICATOR, 8-1/2 X 14, BLUE	REAM								
	114522	PAPER, DUPLICATOR, 8-1/2 X 14, BUFF	REAM								
	114524	PAPER, DUPLICATOR, 8-1/2 X 14, CANARY	REAM								
	114526	PAPER, DUPLICATOR, 8-1/2 X 14, GOLDENROD	REAM								
	114528	PAPER, DUPLICATOR, 8-1/2 X 14, GREEN	REAM								
	114530	PAPER, DUPLICATOR, 8-1/2 X 14, PINK	REAM								
	114532	PAPER, DUPLICATOR, 8-1/2 X 14, SALMON	REAM								
	114682	PAPER, WRAPPING, 24 IN. X 300 YDS., KRAFT	ROLL								
	114686	PAPER, WRAPPING, 36 IN X 300 YDS, KRAFT	ROLL								
	129012	LAMPS, FLUORESCENT, F20T12/CW	EA								
	129014	LAMP, FLUORESCENT, F30T12/CW/RS	EA								

Warehouse Use Only		
Average Price	Total	Comments
\$ 12.92	-	
\$ 10.01	-	
\$ 17.52	-	
\$ 7.09	-	
\$ 1.95	-	
\$ 1.86	-	
\$ 3.62	-	
\$ 6.25	-	
\$ 16.33	-	
\$ 2.93	-	
\$ 2.99	-	
\$ 7.22	-	
\$ 11.47	-	
\$ 3.85	-	
\$ 7.36	-	
\$ 11.44	-	
\$ 14.82	-	
\$ 13.65	-	
\$ 9.54	-	
\$ 14.97	-	
\$ 8.99	-	
\$ 6.79	-	
\$ 20.86	-	
\$ 11.23	-	
\$ 41.38	-	
\$ 8.15	-	
\$ 7.87	-	
\$ 28.09	-	
\$ 3.90	-	
\$ 0.26	-	
\$ 0.39	-	
\$ 5.34	-	
\$ 6.06	-	
\$ 5.05	-	
\$ 4.50	-	
\$ 4.32	-	
\$ 3.64	-	
\$ 34.34	-	
\$ 49.26	-	
\$ 29.83	-	
\$ 1.10	-	
\$ 1.51	-	

TOTAL:

-

Approved By Business/

District Manager: _____

Date: _____

DELIVERY RECEIPT

Received By: _____

Date: _____

ORDER FORM FOR **SELL-DOWN** ITEMS - (Fax the Approved Form to the District Warehouse at 587-7866)

Requestor: _____

Date: _____

Location: _____ District _____ Laney _____ COA _____ Merritt _____ BCC

PH #: _____

SELL-DOWN

Page 2

				BUDGET ACCOUNT CODES							
QTY	ITEM #	DESCRIPTION	UoM	Loc	Fund	Cost Ctr	Obj	Prgm	Activity/ Suffix	Project	Acct Line
	129015	LAMP, FLUORESCENT, FB 40CW/3/SS	EA								
	129016	LAMP, FLUORESCENT, F40CW	EA								
	129018	LAMP, FLUORESCENT, F40W	EA								
	129022	LAMP, FLUORESCENT, F96T12/CW/HO DBL CONTACT	EA								
	129028	LAMP, FLUORESCENT, F48T12/CW	EA								
	129030	LAMP, FLUORESCENT, SUPERSAVER, F96T12/CW	EA								
	129035	LAMP, FLOURESCENT, U-TUBE, FB031/741	EA								
	129036	LAMP, FLOURESCENT, U-TUBE, FB032/741	EA								
	129037	LAMP, FLOURESCENT,ECON-0-WATT,FB40CW/6/,U	EA								
	129050	LAMP, INCANDESCENT, MED, 25A I.F.	EA								
	129052	LAMP, INCANDESCENT, MED, 25T10/I.F.	EA								
	129054	LAMP, INCANDESCENT, MED, 60A I.F.	EA								
	129056	LAMP, INCANDESCENT, MED, 60W	EA								
	129057	LAMP, INCANDESCENT, MED, 75W	EA								
	129058	LAMP, INCANDESCENT, MED, 75R30/FL	EA								
	129060	LAMP, INCANDESCENT, MED, 100A I.F.	EA								
	129066	LAMP, INCANDESCENT, MED, 150A I.F.	EA								
	129074	LAMP, INCANDESCENT, MED, 200A/CL, CLEAR	EA								
	149116	HAMMER, CLAW, STEEL HANDLE, 13 OZ	EA								
	149120	HAMMER, CLAW, STEEL HANDLE, 16 OZ	EA								
	149122	KNIFE, PUTTY, 1-1/2"	EA								
	149124	PLIERS, COMBINATION, 6 IN	PR								
	149126	PLIERS, LINEMANS, 7 IN	PR								
	149128	PLIERS, MULTIPLE SLIP JOINT, 10 IN	PR								
	149130	SAW, HAND, CROSSCUT, 10 PT, 26 IN	EA								
	149134	SAW, HAND, RIP, 5 1/2 PT, 26 IN	EA								
	149136	SCREWDRIVER, PHILLIPS, NO 2, 4 IN	EA								
	149138	SCREWDRIVER, PHILLIPS, NO 3, 6 IN	EA								
	149140	SCREWDRIVER, PHILLIPS NO 4, 8 IN	EA								
	149144	SCREWDRIVER, STRAIGHT TIP, 4 IN	EA								
	149146	SCREWDRIVER, STRAIGHT TIP, 6 IN	EA								
	149148	SCREWDRIVER, STRAIGHT TIP, 8 IN	EA								
	149152	WRENCH, ADJUSTABLE, 6 IN	EA								
	149156	WRENCH, ADJUSTABLE, 10 IN	EA								
	149158	WRENCH, ADJUSTABLE, 12 IN	EA								
	149162	WRENCH, ADJUSTABLE, PIPE, 10 IN	EA								
	149166	WRENCH, ADJUSTABLE, PIPE, 14 IN	EA								
	150300	CORD, EXTENSION, 6 FT, 3-WIRE GROUND	EA								
	150310	CORD, EXTENSION, 8 FT, 3-WIRE GROUND	EA								
	150315	CORD, EXTENSION, 25 FT, 3-WIRE GOUND	EA								
	150320	CORD, EXTENSION, 50 FT, 3-WIRE GROUND	EA								
	150325	ADAPTER, "U" GROUND, 3 WIRE	EA								

Warehouse Use Only		
Average Price	Total	Comments
\$ 5.40	-	
\$ 0.44	-	
\$ 0.51	-	
\$ 2.45	-	
\$ 2.16	-	
\$ 2.35	-	
\$ 9.47	-	
\$ 5.97	-	
\$ 3.15	-	
\$ 0.68	-	
\$ 1.55	-	
\$ 0.39	-	
\$ 1.22	-	
\$ 1.60	-	
\$ 1.38	-	
\$ 0.49	-	
\$ 0.23	-	
\$ 0.79	-	
\$ 7.99	-	
\$ 13.27	-	
\$ 2.27	-	
\$ 7.85	-	
\$ 12.50	-	
\$ 6.85	-	
\$ 10.57	-	
\$ 17.11	-	
\$ 4.49	-	
\$ 2.19	-	
\$ 5.66	-	
\$ 2.90	-	
\$ 4.25	-	
\$ 5.24	-	
\$ 11.21	-	
\$ 14.25	-	
\$ 21.39	-	
\$ 7.25	-	
\$ 12.66	-	
\$ 6.56	-	
\$ 7.00	-	
\$ 8.00	-	
\$ 15.00	-	
\$ 1.17	-	

Approved By Business/
District Manager: _____
Date: _____

DELIVERY RECEIPT	
Received By: _____	_____
Date: _____	_____

TOTAL:	-	