

SECTION 14:

WAREHOUSE OPERATIONS

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What's New

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- Update Staff Contact Information
- Update to Print Shop pricing
- Copier support and training
- Copy Center Request form will go online in Laserfiche September 1, 2024

General Information

Procedures and policies for all of areas of service that are provided in the Warehouse Operations Department in this section. Below is the outline of the staff and their areas of responsibility. The Warehouse Operations Department is open 7am to 4pm daily. The Warehouse delivery drivers leave at 8:00 a.m. daily for their morning run which includes the black mail bags. We will also make an afternoon run during the normal school year after lunch to deliver warehouse orders and complete special delivery requests.

Warehouse Operations

Julien Guillory, Director for Warehouse Operations <i>Facsimile Line</i>	(832) 386-1005 (832) 386-1427
Jodi Carmicheal, Assistant Director for Warehouse Operations Force Warehouse, Instructional Materials (Textbooks), Surplus Auctions	(832) 386-2075
Lynn Nutt, Warehouse Operations Coordinator Administration Warehouse, (orders, errors in shipment, product information) Eduphoria Requests, District Copy machines, Surplus Auction, District Mail, All communications concerning any of the Warehouse Operations	(832) 386-1006
Ricardo Gonzalez, Warehouse Lead Technician Shipping and Receiving (including UPS, Courier, and Fed-Ex) Special Delivery Requests	(832) 386-1007

Mail Room and Print Shop

Rosa Betancourt Mail/Copy Clerk (Training on copy machines)	
Mia Lira Mail/Copy Clerk USPS and District Interoffice Mail and Copy Center/Print Shop Email for Copy Center Copycenter@galenaparkisd.com	(832) 386-1067

Warehouse Catalog & Order Procedures

Warehouse Catalog

The District Warehouse can provide competitively procured supplies to all GPISD campuses and departments, typically delivered the next business day. It is normal District protocol to order Office/Classroom Supplies through the Warehouse if they are available. The Warehouse catalog lists all supplies stored by the Warehouse along with the unit cost.

Warehouse catalog is online through the District website following the path below:

GPISD home page → Departments → Warehouse Operations → Warehouse Catalog

Order Procedures

For detailed instructions on completing a Warehouse requisition in Frontline, (see Section 15: Frontline Procedures.) Warehouse Requisitions that have been entered and submitted through Frontline will be fulfilled by Warehouse Operations upon receipt, subject to stock on hand. You must use a budget code containing a "6399" object code and Warehouse Requisitions do not require Supervisor approval as they are approved and processed by the Warehouse Operations Coordinator. Expect delivery of your order within 24-48 hours after ordering, however, during the busy times of the school year, the delivery times may take longer.

If there is a discrepancy on the order when you verify it, you have **two (2) days** to return the item to the Warehouse for a credit or replacement. If you have a large order, the pick ticket will reference the number of boxes/containers the order was packed in. Verify that you have received all of boxes before calling our office. The sooner notification is given of the issue, the earlier it can be rectified. Items cannot be exchanged if they were ordered in error, they have to be returned for credit and the correct item has to be reordered. Include a copy of the pick ticket with the returned items and contact the Warehouse Operations Department. The Warehouse delivery drivers will not pick up a return until they have received notification from the Warehouse Office.

If the item you are ordering is low, please notify the Warehouse Operations Department in order to ensure that more of those items can be ordered. Also, if a large quantity of an item is needed, please inform the Warehouse office to ensure that there is enough of the item in stock or to make a special order.

The Warehouse is always open to adding new items to the catalog when there is a significant need. If you have an item that you believe the District would benefit having available through the Warehouse catalog, please let us know.

District Mail Requirements and Procedures

The Warehouse delivery drivers leave at 8:00 a.m. daily for the morning run which includes the black mail bags.

In order to assist the mailroom to process requests smoothly and more efficiently, the following procedures listed below should be followed:

Interoffice Mail

1. Have the black mailbag ready when the courier arrives and verify that all previous mail has been taken out.
2. Each piece of mail must have the department or school name and address on the return address area of the envelope or package. Each piece of mail, including newsletters, must be neatly folded and placed inside of an envelope.
3. Only official school business can be mailed using the District postage meter.
4. A large mail-out consists of at least 200 pieces of mail.

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5. All large mail-outs must be ready when the courier arrives or the campus/department will be responsible for delivery to the mailroom at the Administration Building. All envelopes should have the flaps folded down and either all of them sealed or unsealed.
6. A bulk rate mail-out is over 200 pieces of mail, but to receive the postage discount, the contents of every envelope must be exactly the same and weigh the same.
7. All bulk rate mail-outs must be divided by zip code and stacked neatly with the **envelope flaps down, (not tucked inside the envelope)** and either all of them sealed, or unsealed. The contents of the envelope **must be folded flat and fit completely into the envelope** or the mail out will be returned for modifications.
8. The mail clerk must be notified at least 24 hours in advance for a large or bulk rate mail out. This can be done by phone to the District mail room at ext. 1067. All large mail outs must be in the mailroom by 1:00 p.m. to be processed that same day. **Do not enter requests in Eduphoria to pick up mail outs, as this will result in a delay in processing the mail. ALWAYS CALL extension 1067.**
9. Any mail or correspondence received in the mailbag for a person that has moved to another location or has left the District, should be returned to the Mail Room with a note on the item. Leave those items in the black bag.
10. Any boxes that are to be returned to the sender will not be picked up by the Warehouse. Arrangements for pick up must be made by the receiver and the company picking up the box. The pickup may be made from the Warehouse if previous arrangements have been made with a UPS delivery request and a special request is placed in Eduphoria for the box pickup.
11. The monthly postage charges will be processed to your "6399" object code.
12. If you have any questions or need more information, you may call the mailroom at ext. 1067 or Warehouse Operations at ext. 1006.

Special Delivery Requests

Warehouse Special Delivery Requests

Any request for a pick-up or delivery will need to be entered into **Eduphoria**. You will use the **Help Desk** tab, pick **Warehouse** and then **Special Deliveries**. Enter all the information in all of the blanks. When Eduphoria asks for a room number, simply enter 1, as we do not deliver to classrooms. If you require a signature for the delivery, please check yes. A copy of the signed ticket will be returned to you after the delivery is complete.

If you are on a campus or in a department make sure that your Assistant Principal or Administrator approves your Eduphoria request. We will not be able to view or fulfill your request in a timely manner until the request is approved at your campus.

The Warehouse Delivery Drivers will pick up boxes for delivery within the District from your location after a special delivery request has been placed in Eduphoria. All boxes must be in the deliver/pick up area at your location and clearly marked with the destination. Contact Warehouse Operations at ext. 1006 for Eduphoria request questions.

Eduphoria→Help Desk→Warehouse→Special Deliveries

Sam's Club Pick-Up Special Deliveries

We plan to schedule one trip to Sam's Club each week on Wednesday afternoon at 1:00 p.m., to pick up large orders. You will need to contact the Warehouse Office to secure a date for your Sam's order, this will help Warehouse Operations plan their schedule accordingly. We will need you to either meet us there to pay for your order at that time or pay ahead of time and bring us the original receipt so that we can pick up and deliver your order. When you go to Sam's and pay for your order, make sure that they write your pallet number or cart number on the receipt. You may bring your original receipt to the Warehouse Office by 10:00 a.m. on the morning of your pick up and it will be returned to you when the order is delivered.

You may also use the "Click and Pull" system to place your order online using your blanket/open purchase order. When you enter the order online always choose the pickup time of 10:00am as this will insure that the order is ready when we go to pick it up. This type of order will require you to release the order online when we notify you that we are ready to pick up. We do require an Eduphoria Special Delivery request for this pick-up. All requests will be reviewed and we may contact you to discuss your needs. This will be our schedule for the entire school year and we appreciate your cooperation in this matter.

We will handle the requests for emergency water order pickups from Sam's on an individual basis and our schedule. All Special Delivery requests are subject to the approval of Director for Warehouse Operations. If you need more information or assistance, please contact the Warehouse Operations Department.

All GPISD Warehouse pickup requests for Sam's Wholesale Club will require the following:

1. Online purchases are recommended with approved purchase orders.
2. Information for Sam's orders for GPISD warehouse to pick up
 - a. Contact the Warehouse Office to secure the date.
 - b. Monday is the deadline for submitting Sam's online orders for Wednesday.
 - c. The pickup time for all orders must be entered as Wednesday 10:00 a.m. This will help insure that the order is ready when we arrive.
 - d. Add lnutt@galenaparkisd.com for email notifications
 - e. On the person picking up the order enter: **GPISD Warehouse Personnel**
 - f. Comments must indicate: "Items must be palletized and shrink wrapped"
3. **Pick up request:**
 - a. Go into Eduphoria/Help Desk/ Warehouse/ Warehouse Special Delivery Request (submit Campus/Department request for the Warehouse to schedule pickup).
 - b. Enter your order number and confirm the delivery destination in the comments section of Eduphoria. Order number(s) issued by Sam's Wholesale Club - REQUIRED
 - c. Monday is the deadline for submitting Eduphoria requests for Sam's Club pick up on Wednesday.

****Please note that Sam's Club may change their requirements and procedures at any time and that may result in our Department having to make changes to accommodate Sam's Club****

Copy Machine Information

Please be sure to have the funds necessary for 12 monthly lease payments in your dedicated 71-6512 budget account code on September 1 of each year so the lease payments can be made. The Warehouse Operations Coordinator enters all of the purchase orders for the annual copier leases. At the end of the budget year, do not

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close out any of these purchase orders for the copier equipment as this will be handled through the Warehouse Operations Department and Accounts Payable.

If a copy machine needs to be moved or relocated contact the Warehouse Operations Department to process this request, do not move or relocate any copiers.

Let us know if you need individualized training or a refresher. We have someone who is specially trained on the copy machines and can provide training for new personnel or if you need assistance programming jobs on the production machines. You can call extension 1067 or 1006 to schedule copier training.

The District copiers include all supplies (except paper) and all service calls. The copiers that are connected to the internet are set up for auto shipment of toner, you will have to place an order for the waste toner containers and staples. You can also request supplies and place service calls by setting up a login to the portal or you can just call in. The Portal has resources that can assist with logging in, ordering supplies and requesting services. If you have further questions or if you experience any chronic service issues, or problems getting supplies, inform the Warehouse Operations Department.

You will find the phone numbers for service and supplies displayed on a decal on the front of all equipment. There is also a tag on each machine that has your machine ID number and serial number on it. If you cannot locate the tag, the ID number may be on the decal on the front of the equipment. You will need to use this number for service calls or to request supplies.

Important: Over the past few years, we have also experienced some companies running a scam on copier supplies. If anyone calls and wants to fax or email you an order for supplies, send their call to Warehouse Operations Department at 832-386-1006. The copier company will not call you to purchase supplies as they are covered in our state contract.

Copy Center Requests

Procedures

1. Each job should be entered into a Copy Center Request Form in Laserfiche beginning September 1, 2024. The instructions on entering the information into Laserfiche may be found under Exhibit 14-01.
2. The Copy Center Duplicating Request Form must be filled out completely and have the budget code and budget manager's approval before the job is started. The budget code for these services will have a "6299" object.
3. All copy jobs will be processed in the order that they are received.
4. All copy jobs must have the sample verified before completion.
5. All special requests or special media printing jobs will be handled individually and priced accordingly.
6. Copy Center billing is processed at the end of each month and forwarded to the Business Office for posting on the first business day of each month.
7. Copy jobs may take 2 to 3 business days depending on the time of year, or longer depending on the size of the job. NCR forms will take a little longer to allow ample time for drying and glue processing.
8. The copy clerk will notify you when your job has been completed.

9. Any copy job that is cancelled by the requester after the job has been printed will be subject to the printing charges.

Print Shop Job Pricing

Black and White Copies

	8 ½ X 11	8 ½ X 14	11 X 17
White	Bond -.04 Index -.07	Bond -.06 Index -.09	Bond -.08 Index -.12
3-Hole Punched	Bond -.05 Index -.07		
Color Paper	Laser -.05 Bond -.07 Index -.08	Bond -.08 Index -.10	
Gloss	.08	.22	

Color Copies

	8 ½ X 11	8 ½ X 14	11 X 17
White	.27	.37	.47
Index	.29	.39	.49
3-Hole Punched	.28	.38	
Color Paper	.30	.40	
Gloss	.32	.42	.52

Special Jobs

Laminating

8 ½ x 11	.50
8 ½ x 14	.75
11 x 17	.75
18 x 24	1.00

Binders

½	\$1.75
1	\$1.70
1 ½	\$2.00
2	\$2.70

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Cutting	.05	3	\$3.60
*Call for custom sizes		4	\$5.75

Tabs	.045 each
Folding jobs	.01 per sheet
Booklets (stapled, folded)	.10 per booklet
Booklets-thermal sealed covers	\$2.00 per booklet
Booklets-binding combs	*Call for quote
Envelope stuffing	\$0.02 per sheet

NCR carbonless

Two part	.20 per set
Three part	.25 per set
Four part	.30 per set

*Call for quotes on custom jobs.

Prices effective September 1, 2024

Poster Printing Prices

26lb Plain Paper		35 lbs. Heavyweight Coated Paper		Heavyweight High Gloss Paper	
18 x 24	\$6.50	18 x 24	\$7.00	18 x 24	\$8.00
24 x 24	\$7.50	24 x 24	\$8.00	24 x 24	\$9.00
24 x 36	\$8.50	24 x 36	\$9.00	24 x 36	\$10.00

High concentration of a color background may increase price by \$4.00

Lamination of any poster up to 24" wide \$2.00

Gloss paper may not be laminated.

18 x 24 corrugated sign backing w/metal stake \$ 5.00 each+
Plus, the cost of the printing of the poster

24 x 36 Foamboard signs \$8.50 each +
Plus, the cost of the printing of the poster

Envelopes

#10 White Envelopes box of 500 imprinted with your return address	\$19.50
#10 White Window Envelopes box of 500 imprinted with your return address	\$15.50

Photos

4 x 6	\$0.50
5 x 7	\$0.75
8 x 10	\$2.00
11x14	\$4.00
16x20	\$6.00

Please note that photos take a longer processing time.

Other custom sizes-call for quote.

****Prices effective September 1, 2024****

Instructional Materials and Textbook Inventory Procedures

All questions and inquiries should be directed to the Administrator at each campus assigned to textbooks and they will in turn contact the Assistant Director for Warehouse Operations at extension 2075 for any information, additional copies or transfers. All instructional materials are assigned to a specific campus and cannot be transferred between campuses except by Warehouse Operations employees.

The textbook database can be found on the Warehouse Operations website and contains the information on the textbooks and their replacement cost.

Each campus should have a Campus Inventory Report that shows all instructional materials currently assigned to the campus. If you cannot locate a copy of your textbook inventory you may access a copy of it in Frontline Instructional Materials Management (formerly TIP-WEB-IM) or request one from the Assistant Director for Warehouse Operations at extension 2075.








The following procedures should be followed to prepare for textbook inventory:


1. Collect all textbooks from the classrooms. Place them in no more than three bookroom locations.
2. Books must be stacked 5 in 5 out, for easy counting.
3. Books must be stacked according to subject and grade level.
4. Book rooms need to be neat and clean.
5. Campuses that agree to have their inventory completed during the last week of school will be receiving an email to let them know what day someone will be in your area. All others will need to call/email to schedule and receive an appointment.
6. You MUST be present at the time of your inventory, and sign the final count.
7. Please take a preliminary inventory before the Warehouse staff arrives.
8. Your end of year inventory will be final the day that it is completed.
9. You will receive a Lost Textbook Report via email after your inventory is completed, once you confirm the losses you will receive your campus invoice.
10. Textbook fine payments need to be received by the last Thursday in July.

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You may also refer to the GPISD Instructional Materials Procedures Manual for more detailed information regarding instructional material adoption, policy, and procedures. This is available from the Assistant Superintendent for Curriculum and Development and Professional Development or the Assistant Director for Warehouse Operations.


Exhibit 14-01: Copy Center Duplicating Request Form Laserfiche Instructions





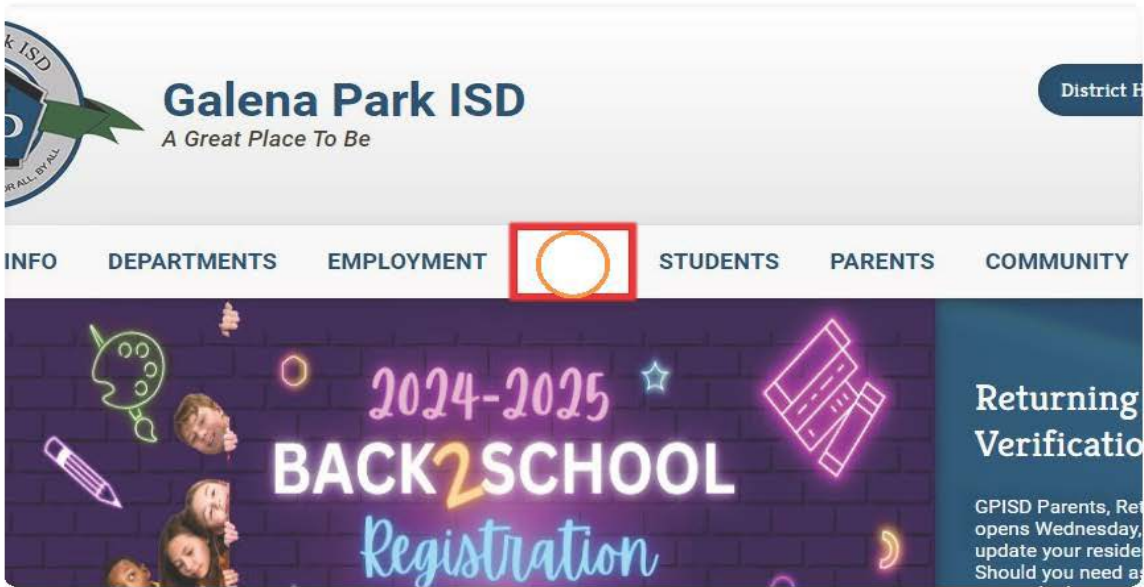
Accessing the New Copy Center Request form and How to Use It

Pedro Mares | 13 steps | 42 seconds

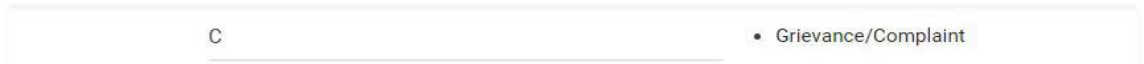
 Galenaparkisd

1 Navigate to <https://www.galenaparkisd.com/>

2 On our webpage, click on the "Staff" option.



3 Here, you will go to "District Forms".



P

D

- Discrimination/Harassment



E

- Eduphoria
- Employee Handbook - English
- Employee Handbook - Spanish

F

J

- Job Description Administrators
- Job Description Verification

M

- Manage Your Universal Password

O

- Office 365
- OnData Suite

- 4** It will required you to sign in using your universal username and password. Click "Sign In" when ready.

Enter your user name and password to sign in.

You can use this site without being registered or signing in, but registered users who sign in may have access to additional features and info

* User Name:

pmares

* Password:

.....



Forgot My Password

- 5** You will find several forms useful to our staff members here. Look under "Warehouse Operations" for the new Copy Center Request form. Clicking on the link will allow you to fill out a new submission.

- Separation Election for Benefits Coverage

P

Idcare Interest

Warehouse Operations

• **Copy Center Request**

ement


uction Request

AUP



At this point, you will be able to complete a new request for the Copy Center. Below are some useful tips to keep in mind when filling out the form.

6 Your "Username" will automatically fill in your "First" and "Last" name.



Copy Center Request

Galena Park ISD • (832) 386-1067

Request Info
Job Info

Requestor Information

GPISD Username*

@galenaparkisd.com

First Name*

Last Name*

Phone E

Request Information



approval. Please use the campus/department whose budget will pay for the request.

Job Type*

☐ Routine ☐ Rush ☐ Pre-scheduled

Date In*

07/17/2024

09:44 AM

Date Due*

MM/DD/YYYY

Campus/Department*

tec

158 - TECHNOLOGY

Budget Manager*

Note: The "Campus/Department" selected above should be the campus/department whose budget will be used for this request.

Budget Code*

XXX.XX.XXXX.XXXX.XX.XX.XXX

- 8

The budget code field will give you an error if the number isn't entered in the correct format.

P

07/17/2024

09:44 AM

MM/DD/YYYY

Campus/Department*

158 - TECHNOLOGY

Budget Manager*

Bryan Clements

Note: The "Campus/Department" selected above should be the campus/department whose bu will be used for this request.

Budget Code*

XXX.XX.XXXX.XXXX.XX.XX.XX.XX

Save as Draft

9 You can navigate to the second page by using the "Next" button at the bottom...

Date Due*

MM/DD/YYYY

Budget Manager*

Bryan Clements

ed above should be the campus/department whose budget code

Save as Draft

10 Or by clicking on the tabs at the top of the page.

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P

Galena Park ISD • (832) 386-1067

Request Info ⓘ

Requestor Information

GPISD Username*
pmares @galenaparkisd.com

First Name* Last Name* Phone Extension*
Pedro Mares 1026

- 11** On the second page, "Job Info", you can attach a copy of each original you are making a request for. Please only attach the original described in the field above. For multiple originals, you can use the "+Add" button at the bottom of the section to add subsequent originals.

Job Information

Description of Original*
test

of Copies*
2

Copy of Original

Drag and drop up to 10 files here or [Upload](#)

Please Choose One of the Following:*

☐ Poster ☐ Photo ☐ Other

[+ Add](#)

Total Impressions*
0

P

☐ 1 to 2
 ☐ 2 to 1
 ☒ 1 to 1
 ☐ 2 to 2

☒ Color
 ☐ Staple
 ☐ ...

Paper Size*
☒ 8.5"x11"
 ☐ 8.5"x14"
 ☐ 11"x17"

Special Instructions*

If none, please type "N/A".

Total Impressions*

2

Back

Submit

Save as Draft

- 13** After you're done adding your originals and the request information, you can click on "Submit" at the bottom of the form to complete your request.

+ Add

Total Impressions*

2

Back

Save as Draft

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Exhibit 14-02: Copy Center Pricing Comparison

GPISD Copy Center Poster Comparison Pricing

Vendor	Copy Center	Office Depot	Staples	Walgreens	UPS
26lb plain paper					
18x 24	\$ 6.50	\$ 15.99	\$ 18.75		\$ 14.99
24x24	\$ 7.50				
24x36	\$ 8.50	\$ 30.99	\$ 37.50	\$ 31.99	\$ 23.99
35lb Coated Paper					
18x 24	\$ 7.00		\$ 15.75		
24x24	\$ 8.00				
24x36	\$ 9.00		\$ 31.50		
Heavyweight Gloss					
18x 24	\$ 8.00		\$ 21.00	\$ 19.99	
24x24	\$ 9.00				
24x36	\$10.00		\$ 42.00		