

# SECTION 14:

## WAREHOUSE OPERATIONS

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## Section 14: Warehouse Operations

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### What's New

- Update Staff Contact Information
- Adding 4 new items to Warehouse Catalog in response to survey comments
- New Warehouse Catalog in progress with all the photos of our items
- Update to Print Shop pricing
- Copier support and training
- Customize your own Campus/Department forms from the Copy Center
- Removed HCDE Records Management Section

### 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 Warehouse (orders, errors in shipment, product information) 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-Express) Special Delivery Requests	(832) 386-1007

#### **Mail Room and Print Shop**

Anay Ortiz            Mail/Copy Clerk (Trained in Xerox copiers)	
Rosa Betancourt    Mail/Copy Clerk	(832) 386-1067
USPS and District Interoffice Mail and Copy Center/Print Shop	

### 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. A full display of all items is coming soon.

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 the next business day 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 pick up.
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

### UPS Shipping Information

This information applies only to packages that are being shipped at your expense using the "6299" object code.

1. Prepare your package for shipment and fill out the UPS information form online in Eduphoria.
2. Fill out a special delivery request in Eduphoria for the package to be picked up and processed for shipment.
3. Have the UPS information form attached to the package when the Warehouse Courier makes the pick-up.
4. The actual shipping of the package will be handled at the Warehouse.
5. You will receive a copy of the tracking information for your files and for accounting purposes.
6. The Business Office will post the shipment charges to your budget code.
7. If you have any questions, or need more information, contact Warehouse Operations at ext. 1006.

**Eduphoria→Help Desk→Warehouse→UPS Shipping**

### 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. There is also the Inter-Department Delivery Form, a 3-part NCR form that is not required, but can be utilized as a delivery receipt. This form can be obtained from the

Copy Center, filled out and sent with the item to be delivered. Upon receipt, the form will be returned for your records.

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 requests.

**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. 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 also use the "Click and Pull" system using your blanket/open purchase order. 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. 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. Monday is the deadline for submitting Sam's online orders for Wednesday.
  - b. 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.
  - c. **Add [lnutt@galenaparkisd.com](mailto:lnutt@galenaparkisd.com) for email notifications**
  - d. On the person picking up the order enter: **GPISD Warehouse Personnel**
  - e. 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 "6264" account 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 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. Also let us know if you need additional training. We have someone who is specially trained on the Xerox machines and can provide training for new personnel or if you need assistance programming jobs on the production machines. Call extension 1067 or 1006 to schedule copier training.

In September 2020, almost every copier in the District was replaced with the newest equipment. The new Master Lease agreement includes all supplies (except paper) and service calls. On the machines there is an "App" where you can place service calls and order supplies. The App is "GIS Direct Link" and if you cannot access the service, let us know and we will get you set up. Please note that the copier must be connected to the internet for this to work. You can also request supplies and place service calls by setting up a login to the Dahill portal or you can just call in. The Dahill 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.

Xerox Website: <http://www.dahill.com/>

Xerox Portal: <https://eautoweb.dahill.com/einfo/Gateway/Login?ReturnUrl=%2feinfo%2fGateway>

It is imperative that you report your actual monthly meter readings on the last business day of each month to the Warehouse Operations Coordinator. You may submit the readings via email to [lnutt@galenaparkisd.com](mailto:lnutt@galenaparkisd.com). There may be a delay in getting replenishment supplies if the readings are not kept current. When reporting the meter readings, make sure that you have your serial number and read the actual total impressions meter reading, not the difference since the last reading. You will receive a friendly email reminder when the due date for meter readings is approaching.

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

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

#### **Important Xerox Phone Numbers:**

Xerox Business Houston Service & Supplies 281-677-2581 \*\*Preferred

Xerox Service 1-800-750-2411

Xerox Supplies 1-800-413-3526

## Copy Center Requests

### Procedures

1. Each job should be brought to the Copy Center with a *Copy Center Duplicating Request Form* (Exhibit 14-01) attached, forms can be requested at the Copy Center. If you are at a campus you may call ext. 1067, to request copies of this NCR form.
2. The *Copy Center Duplicating Request Form* must be filled out completely and have the budget code and budget manager's signature before the job is started. The budget code for these services will have a "6299" object. The form will also require a signature when the copies are picked up after completion.
3. Only paper stock and/or materials that are available through the Warehouse Catalog will be used.
4. All copy jobs will be processed in the order that they are received.
5. All copy jobs must have the sample verified before completion.
6. All special requests or special media printing jobs will be handled individually and priced accordingly.
7. 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.
8. 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.
9. The copy clerks will notify you when your job has been completed.
10. 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

	<b>8 ½ X 11</b>	<b>8 ½ X 14</b>	<b>11 X 17</b>
<b>White</b>	Bond - .035	Bond - .055	Bond - .075
	Index - .065	Index - .085	Index - .11
<b>3-Hole Punched</b>	Bond - .045		
	Index - .06		
<b>Color Paper</b>	Laser - .045	Bond - .075	
	Bond - .065		
	Index - .075	Index - .095	
<b>Gloss</b>	.075	.21	

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### Color Copies

	<b>8 ½ X 11</b>	<b>8 ½ X 14</b>	<b>11 X 17</b>
<b>White</b>	.26	.36	.46
<b>Index</b>	.28	.38	.48
<b>3-Hole Punched</b>	.27	.37	
<b>Color Paper</b>	.29	.39	
<b>Gloss</b>	.31	.41	.51

### Special Jobs

#### Laminating

8 ½ x 11	.50
8 ½ x 14	.75
11 x 17	.75
18 x 24	1.00
Cutting	.05

\*Call for custom sizes

#### Binders

½	\$1.25
1	\$1.60
1 ½	\$2.25
2	\$2.25
3	\$2.75
4	\$5.50

**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 .16 per set

Three part .21 per set

Four part .26 per set

\*Call for quotes on custom jobs.

\*\*Prices effective August 1, 2022\*\*



**Poster Printing Prices**

<b>26lb Plain Paper</b>		<b>35 lbs. Heavyweight Coated Paper</b>		<b>Heavyweight High Gloss Paper</b>	
18 x 24	\$6.00	18 x 24	\$6.50	18 x 24	\$7.50
24 x 24	\$7.00	24 x 24	\$7.50	24 x 24	\$8.50
24 x 36	\$8.00	24 x 36	\$8.50	24 x 36	\$9.50

**High concentration of a color background may increase price by \$2.00**

**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** \$3.00 each+  
 Plus, the cost of the printing of the poster

**Other custom sizes-call for quote.**

\*\*Prices effective August 1, 2022\*\*

**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.

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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.

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.

**Exhibits**

Exhibit 14-01: Copy Center Duplicating Request Form

**Galena Park Independent School District  
Copy Center Duplicating Request Form**

Routine                       Rush                       Pre Scheduled

Date In: \_\_\_\_\_ Time In: \_\_\_\_\_ Date Due: \_\_\_\_\_ Am/Pm

Department \_\_\_\_\_ Contact \_\_\_\_\_ Telephone \_\_\_\_\_

**BUDGET CODE #** \_\_\_\_\_ **6299**  
 FUND FUNCTION OBJECT SO ORG NO INSTR. PROJ.

**BUDGET CODE #** \_\_\_\_\_ **6299**  
 FUND FUNCTION OBJECT SO ORG NO INSTR. PROJ.

Budget Mgr. \_\_\_\_\_

# of Originals \_\_\_\_\_ x Total # of Copies \_\_\_\_\_ = Total Impressions \_\_\_\_\_

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\*\*\*\*\* For Copy Center Use Only\*\*\*\*\*

**Total Impressions** \_\_\_\_\_ @ \_\_\_\_\_ **Each = Total Cost** \_\_\_\_\_

\*\*\*\*\*

**Copy:**    \_\_\_ 1 to 2            \_\_\_ 2 to 1            \_\_\_ 1 to 1            \_\_\_ 2 to 2

<u>Paper Type</u>	<u>Paper Size</u>	<u>Specialty</u>
___ Bond *	___ 8 ½ x 11	___ Color Copies
___ Index *	___ 8 ½ x 14	___ Staple ( ___ center, ___ corner, ___ book)
___ Transparency	___ 11 x 17	___ Booklet
___ Carbonless		___ 3 Hole Punch
___ 2 Part		
___ 3 Part		
___ 4 Part		

\*Specify color of paper needed: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

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Copy Clerk \_\_\_\_\_ Completion Date \_\_\_\_\_

**Original-Copy Center    Yellow-Budget Manager    Pink-Accounting    Gold-Originator**