

# What you need to know about GPISD Warehouse Operations Department

There are many areas of service that we provide through the Warehouse Operations Department. Here is a quick synopsis of those services:

Interoffice mail delivery	District Mail Room	District Copy Center
Warehouse supplies	Special Deliveries	Instructional Materials
Shipping and receiving	Surplus Auctions	District Assessment delivery
Custodial Supplies	District Elections	Food Service deliveries
Records Management	HCDE Records	District Copy machines

Below is an outline of our staff and their areas of responsibility.

If you have questions concerning warehouse issues, (orders, errors in shipment, or product information) contact Lynn Nutt at extension 1006. Our office is also responsible for all the copiers in the district and if you have a question concerning your copier call Lynn.

All shipping and receiving, (this also includes UPS, Courier, and Fed-Express) as well as special deliveries and pick-ups should be handled through Rick Garland at extension 1007.

For instructional materials (textbook) concerns contact Jodi Carmicheal at extension 2075.

The district inter-office mail (black mail bags) and U.S. Postal Mail is taken care of through the District Mail room at extension 1067.

If you have a copy job that needs to be processed you may call our Copy Center at extension 1067.

We are the central distribution point for all Harris County Department of Education Records for records picked up or delivered in the District. For more information on their procedures or to check on the status of a submitted work order with HCDE contact Jodi.

The mission of the Warehouse Operations Department is to maintain a secure inventory of supplies and Instructional Materials and to provide an efficient disbursement of these supplies to support the District mandated programs. We will make it our goal to provide outstanding customer service through all of the services we provide.

If you have any questions concerning our warehouse services, please do not hesitate to contact Lynn in our office at extension 1006 or contact me at 1005. We look forward to serving you.

Julien Guillory  
Director for Warehouse Operations

Julien	832-386-1005	Lynn	832-386-1006
Rick	832-386-1007	Jodi	832-386-2075
Mail Room	832-386-1067	Copy Center	832-386-1067
	Office Fax	832-386-1427	