



Purchasing Department

1234 Arcadia Avenue, Vista CA 92084-3404 (760) 726-2170
Serving the Communities of Vista, Oceanside,
San Marcos, Carlsbad and San Diego County
www.vistausd.org

Board Members

Rich Alderson
Carol Weise Herrera
Jim Gibson
Rosemary Smithfield
Cipriano Vargas

Interim Superintendent

Matt Doyle

Date: September 22, 2017

To: All Office Managers, Finance Clerks, and other Administrative Staff

Cc: Accounts Payable
Purchasing
Fiscal Services

From: Purchasing Department

Subject: Peoplesoft Purchasing Processes, Burst 9 - STORES

Today's Burst Topic is regarding **Stores Reduction Information for the 1718 School Year.**

Originally, the decision was made to reduce the stocked items maintained in the warehouse down to thirty (30); however, concerns were heard, a survey was conducted and the list of items was reevaluated. With input from the various sources and the review of usage reports the items to remain in the warehouse has been increased. Although it was not possible to add all requested items, all feedback was considered. Moving forward there will be a total of eighty-two (82) items to remain stocked in the Warehouse as identified in the **Stock Item Requisition Form** that has been created for your convenience. (See Attachment) The Req Form is fillable. Use the following instructions when entering your information:

Instructions:

- You may first need to download the form then enable.
- Fill in top form information.
- Select Items you want to order.
- When ready to print your request, click on drop down arrow on "Requested Qty" and filter by color GREEN.
- Proceed to print your request.
- To enter new request, click on drop down arrow on "Requested Qty" and clear filter from requested quantity to bring up all items. MAKE SURE TO DELETE items requested previously and enter your new items.
- Follow same process.

Additionally, there is still inventory on many of the items that have been identified as being discontinued. Attached you will find the most current list. Once the stock is depleted the item will drop off of the list. This list will also be sent out weekly to keep you apprised of inventory until all discontinued items have been removed.

IMPORTANT NOTE for orders of discontinued items. Please ensure the item and quantity is what is needed. **NO RETURNS** for credit will be able to be accepted.



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For many of the items that have been discontinued in the warehouse, they are still available on the North County Educational Purchasing Consortium (NCEPC) bids which are available on the Purchasing Website. A supplier requisition needs to be submitted and it is very important to pay attention to the requirement for free shipping. This is not always the fastest resource now that online ordering has become more available; but, with planning you may find it to be the best pricing for your needs.

Other important information to remember regarding your Stores Orders:

- *Check order upon receipt and report any discrepancies to the Warehouse within **72 hours**.
- ***Stocked** Items returned for credit should be sent to the Warehouse within **15 days of receipt**.
- *Returns that cross fiscal years **will not** be accepted.
- *Use the [Report of Unsatisfactory Supply Form 3000.1.2](#) if quality of product is not adequate.

Do share this information with all pertinent staff and should you have any questions, please know that the Purchasing Staff is here to help; especially, during this transition.