

PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT SERVICES

Interoffice Memo

Date: April 28, 2009
To: Principals, Office Managers/Secretaries & Librarians
From: Teri Castaneda
**RE: REQUIRED INFORMATION FOR WORK REQUESTS - BOOKS & MATERIALS
SCHEDULE FOR DISCARD PICKUPS**

The following guidelines are provided to you for submitting electronic work order requests for the pick-up of books and other instructional materials (this information does not apply to furniture/equipment requests). The adherence to the following will allow for your work requests to be completed in a timely and efficient manner.

Planning:

Requesting a pick-up in a timely manner is of the utmost importance. Considering the once a week delivery schedule, emergencies and peak periods that may occur makes it necessary for your request to be submitted at least one week prior to the intended pick up date. Our goal is to complete your request by your next delivery day following receipt of your work order. We make every effort to complete all work order requests with this goal in mind but occasionally may not be met and the pick-up is scheduled for the next available date. We appreciate your cooperation and patience when this occurs and if you have an urgent situation that requires attention please contact the warehouse for assistance. For Discard pick up requests please adhere to the "SCHEUDLE FOR DISCARDS" (below).

REQUIRED INFORMATION When filling out work order requests for pickup of books and learning materials the following is required:

- 1) Number of boxes and/or bundles - Loose books will NOT be picked up.
- 2) Describe the type of materials being picked up- e.g. textbooks, training materials, seed kits, discards, etc.
- 3) Specifically state where the items are to be delivered- e.g. "Deliver to Learning Materials", "Deliver to Curriculum Resource Center", "Deliver to LADD Department", "Deliver to Eliot School", etc.
- 4) Provide a contact person and phone extension.

NOTE: Materials must be in the normal pickup location the evening prior to your pickup/delivery day. If there are multiple boxes/bundles and your custodian has access to a pallet it would be beneficial to have the items placed on the pallet in the pick-up area (pallet can only be used if clears doorway) to assist in moving the items off your site expeditiously.

SCHEDULE FOR DISCARDS The process for the pickup of discards has been in place since October 2006 and assists sites in cleaning up/making room at certain times of the year This schedule will also assist in improving our productivity at the warehouse.

PICK UPS WILL OCCUR FOUR TIMES PER YEAR

- 1) **September-** normally prior to back to school night
- 2) **December-** during winter recess
- 3) **April-** during spring recess in preparation for open house
- 4) **June-** after normal school year concludes

WAREHOUSE CONTACT: Jeff Albrizze, Lead Warehouse Worker @ 396-5850 or ext89220.