

PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT SERVICES

Interoffice Memo

Date: March 5, 2013

To: Principals, Office Managers/Secretaries & Librarians

From: Christine Ward, Administrator, Procurement & Contracts

**RE: INFORMATION FOR PICKUP WORK REQUESTS - BOOKS & INSTRUCTIONAL MATERIALS
SCHEDULE FOR DISCARD**

The following guidelines are provided to you for submitting electronic work order requests for the pick-up of discard 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: Spring Break is coming and requesting a pick-up of discard books and instructional material in a timely manner is of the utmost importance. Pick-up of discard books and instructional material will occur four times per year – see quarterly schedule 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.
- 3) Provide a contact person and phone extension.

****SEE ATTACHED INFORMATION SHEET ON DISCARD LEARNING MATERIAL. MAKE SURE ALL BOXES/BUNDLES ARE APPROPRIATELY LABELED WITH THE ATTACHED DISCARD BOX LABEL FORM****

NOTE: Materials must be in the normal pickup location. If there are multiple boxes or bundles, they will need to be palletized. If you need pallets, please contact the Warehouse at X89221 and they will be delivered to your site. Full pallets must be placed in an area that is accessible to a pallet jack. Please do not place full pallets inside a room with a single-width door as the pallet will be unable to clear the doorway.

QUARTERLY SCHEDULE FOR PICK UP OF SURPLUS BOOKS AND INSTRUCTIONAL MATERIAL -

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

WAREHOUSE CONTACT: Jeff Albrizze, Lead Warehouse Worker @ 396-5850 or ext 89221.