



# Purchasing and Warehouse Operations

**NEWSLETTER**

Volume 1, Issue 2, August, 2009

Sylvia G. Zapata, Director of Purchasing and Warehouse Operations



## Director's Note

We begin this newsletter by welcoming everyone back after the summer break. In this newsletter as well as in future issues, we will assist campus/department users as they navigate through the procurement process.

Beginning September 8, 2009, the Purchasing Department and the Accounting Department will kick-off the new school year with the first training session for all new principals, secretaries and clerks who process purchase order requisitions. These training sessions will provide a range of information, which we are certain will help facilitate the Purchasing process.

The Purchasing Department is currently conducting a customer service survey. Please respond to an e-mail that is forthcoming or use the link below to submit your survey about how LJISD Purchasing is working for you. Thank you for your participation and responses as we look forward to receiving them and working to improve our customer service for you. Survey deadline is August 21, 2009.



[https://www.surveymonkey.com.aspxsm=fgnlsVInYsMFwuyPV42Udw\\_3d\\_3d](https://www.surveymonkey.com.aspxsm=fgnlsVInYsMFwuyPV42Udw_3d_3d)

## Purchasing Training Sessions

September 8, 2009- Mandatory Training Session for all NEW Principals, Secretaries and Clerks

Location: Transportation Complex Building  
Morning Session 8:30 a.m. - 11:30 a.m. (NEW)

Afternoon Session 1:30 p.m. - 4:30 p.m. (more than 1 yr.)

September 22, 2009- Purchasing/Accounting "Hands-On" Training Session for Secretarial Staff

Location: Staff Development Lab (LJHS ACE Old Library)  
8:30 a.m. - 11:30 a.m.

## Purchasing Notes & Tips

When entering P.O. requisitions, please verify the following:

- Vendor name/number
- Bid reference/Purchasing compliance
- Description/spelling
- Price
- Quantity
- Discount as per bid tabsheet
- Freight as per bid tabsheet
- Account (fund, function, object)
- Line item bid (use bid tabsheet issued by Purchasing)
- Catalog bid (verify pertinent data)

## Warehouse Department

The Warehouse strives to maintain your most needed supplies in stock. Listed below are some of the newer items available.

- Assorted construction paper
- Presentation binders- 1/2 inch
- Presentation binders-1/2 inch black or white
- Coming soon: 5-color Pen highlighter set

Warehouse Order Entry Procedure Training for new staff who process warehouse order entries will be held on September 22, 2009 from 1:30 p.m. -3:30 p.m. at the Staff Development Lab. (LJHS ACE Old Library)

### NOTE:

The Warehouse will conduct its annual inventory on September 1-2, 2009.

## Asset Management Department

The month of August has been a whirlwind of activity for the Asset Management department. To date, the staff has transferred furniture and equipment from storage sites to Evangelina Garza Elementary and Palmview High School. The staff has been assembling and setting up furniture in these schools with the assistance from Physical Plant Operations.

## Bus Parts Department

At the new Annex Transportation Bldg., the Bus Parts department is currently installing shelving to begin stocking inventory parts for our school district vehicles.

The Bus Parts department will conduct its physical annual Inventory beginning August 28, 2009.

