

**Director's Note:**

The Purchasing and Warehouse Department is your support for your campus and department purchases as well as warehouse supplies. Please contact us if we can be of service to you: Purchasing Department, ext. 5081; Warehouse Department, ext 6077; Asset Management Department ext. 8844.

**TASBO AWARD OF MERIT PRESENTED TO PURCHASING AND WAREHOUSE**

On February 17, 2010, the Texas Association of School Business Officials presented the TASBO Award of Merit (AOM) to La Joya ISD Purchasing and Warehouse Operations Department. Our district's award includes recognition, which is an additional distinction.

"The TASBO Award of Merit for Purchasing Operations provides recognition to school districts that are committed to following professional standards in the acquisition of goods and services. Those districts that earn additional points may receive Recognized Status as part of their award. These districts are considered the most innovative in Texas." TASBO



In determining award recipients, TASBO reviewed various procedures and practices including: organization, policies and procedures, contract operations, staff training and certification, warehousing, use of technology and communication. TASBO recommends promoting this achievement to our community to demonstrate the District's commitment to financial responsibility. La Joya I.S.D. is one of fifteen school districts in the state and the only one in Region One receiving this award.

The La Joya ISD School Board and Superintendent recognized our staff during the March 10, 2010 School Board meeting. We thank everyone that played a role in our department's operation which contributed directly in achieving this notable accomplishment.

**UPDATE**  
Please review La Joya I.S.D. Purchasing Procedures for Asset Management budget account object codes update. Logon to [www.lajoyaisd.com/purchasing](http://www.lajoyaisd.com/purchasing)

Click on Purchasing Procedures and refer to page 14 (#11) and page 19 (#38). Should any questions arise, please contact us.

**Warehouse Notes**

**Intra-District Mail**

Intra-district mail is being sent out with name, address, city, state and zip code listed, thus allowing this mail to be processed as outgoing mail.

Upper Valley Mail Services of McAllen, TX will return these mail pieces to La Joya ISD as metered mail.

<p>La Joya ISD Purchasing Department 310-C East Exp 83 La Joya, TX 78560</p> <p><b>EXAMPLE</b></p>	<p>Asset Mgmt Department 310-B East Exp 83 La Joya, TX 78560</p>
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Therefore, effective immediately, intra-district mail needs to be separated from outgoing mail. Please ensure that intra-district mail is addressed as such and follow USPS guidelines for outgoing mail.

**Warehouse Tips and Notes**

Millennium Edition - Copyright Weidenhammer Systems Corp. 1997 - 2010 - [Warehouse Order Entry/Approval - WOENTC]

File Edit Query Record Window Help

Mode: Entry

Order No: 611281 Warehouse: D500 CENTRAL WAREHOUSE DEPT. Ordered By: JBURBOIS Phone: [ ]

Order Date: 02-10-2010 Ship Loc: D976 ASSETS MGMT. & WAREHOUSE OPERA Requestor: [ ] Default Year: 0

Needed: 02-10-2010 Sub Loc: [ ] Comments: [ ]

Cancel: [ ] Order Type: [ ] Status: [ ]

Enter Approve Approve Order Disapprove Order

Line	Item Key	Account Number	Retain Account	UOM	Back Order Option	Qty Available	Quantity	Unit Price	Extended Cost
1	30-0716 CLASSROOM & OFFICE SUPPLIES	199-00-1310-00-000-0-00-000		DOZEN	N - Never Back Order	6.00	00	19.9200	

**When placing warehouse orders, please check the unit of measure for items being ordered. The unit of measures are classified as ream-each-package-set-dozen-box-case-roll-carton. An incorrect quantity of warehouse items ordered will result in re-entry of items and credit/adjustment made to inventory.**