



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
PROCUREMENT POLICY AND PROCEDURE

PRO 2.13:	Warehouse Supplies & Materials Requests
Purpose:	This procedure establishes guidelines for requesting Local Supplies & Materials from the STT/J or STX Procurement Warehouse
Background:	There are (2) two aspects of the Supply Chain regarding Supplies & Materials at the Procurement Warehouse sites, <u>Outbound</u> and <u>Inbound</u> . The <u>Outbound Side</u> is when the Requestor needs Supplies & Materials from the Warehouse. The <u>Inbound Side</u> is when Supplies & Materials must be procured via the Munis system to replenish existing stock in the Warehouse. Only the <u>Outbound Side</u> is covered in this Policy & Procedure as the <u>Inbound Side</u> and inventory replenishment is handled by the Procurement Division State Office and respective Warehouse Manager.
Abbreviations:	STT/J – St. Thomas/St. John District STX – St. Croix District
Policy:	<ol style="list-style-type: none"> 1. All Program, School, or Activity Center (Requestor) Supplies & Materials Requests must be submitted via email on the standard Local Requisition Form Warehouse Supplies & Materials (See attached). 2. All approved items are listed in the drop down box within the Local Requisition Form Warehouse Supplies & Materials under the Item Description section 3. Requestor locations <u>must only</u> submit orders for the actual amounts needed. The Procurement Division will track month usage for all locations. 4. Prior to submitting requests to the Warehouse, requestors must complete sections #1 - #6 and the Quantity, Unit Measure and Item Description on the Local Requisition Form Warehouse Supplies & Materials 5. Request forms for the STT/J District must be sent warehouse@doe.vi 6. Request forms for the STX District must be sent to warehouse2@stx.k12.vi 7. The respective warehouse location must respond via email within 24 hours stating the request was received 8. Once the request is received the order will be picked and fulfilled according to the time stated in section #4 on the request form 9. If there is an issue with completing the order the Warehouse Manager must notify the Requestor <u>immediately</u>.



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Procedure:

1. A Program, School or Activity Center (Requestor) identifies their location needs Local Supplies &/or Materials
2. The Requestor completes the **Local Requisition Form Warehouse Supplies & Materials** and submits to the respective centralized Warehouse email. All STT/J requests are sent to warehouse@doe.vi and all STX requests are sent to warehouse2@stx.k12.vi
3. The Warehouse Team receives the order and confirms receipt of the order within **24 hours**
4. The Warehouse Team prints the **Local Requisition Form Warehouse Supplies & Materials**, picks the order and prepares it for shipping
5. Once delivered to the Requestor location the person authorized to receive the goods must verify and count the goods prior to signing off on the **Local Requisition Form Warehouse Supplies & Materials**
6. The Warehouse Team scans and files the signed electronic order and emails to their respective centralized warehouse email with the subject line *"Completed Supplies & Materials Request – End User Location Name."*

Exhibits:

1. Local Requisition Form Warehouse Supplies & Materials