Supply Warehouse – Special Supply Kits

Begin Process

1.0 On April 1st contact school/office to verify that project will take place

2.0 Obtain item list from contact person by June 1st

3.0 Are these warehouse items?

   YES → 4.0 Remove items from stock and take to kit preparation area

   NO → 5.0 Work with Procurement to obtain pricing

   6.0 Once pricing is approved, place requisition for non-warehouse items

   7.0 Ask Director which account to use for requisition

   8.0 Receive items in FMS once they arrive

   9.0 Obtain item breakdown list from school/office contact

10.0 Hire summer part-time staff to prepare kits, distribution lists and delivery tickets

11.0 Give distribution list and/or delivery tickets to Logistics

12.0 Logistics staff completes all kit deliveries

13.0 Prepare invoice and send to school/office contact

14.0 School/office makes invoice payment by check and sends by PONY to DMM

15.0 Upon check arrival, ask Director which account to apply payment

End Process

YES

NO

To Details
Supply Warehouse – Special Supply Kits

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: On April 1st contact school/office to verify that project will take place

Step 2.0: Obtain item list from the contact person by June 1st

Step 3.0: Are these warehouse items?

If yes, proceed to Step 4.0. If no, skip to Step 10.0.

Step 4.0: Remove items from stock and take to kit preparation area

Step 5.0: Work with Procurement to obtain pricing

Step 6.0: Once pricing is approved, place requisition for non-warehouse items

Customer must approve Procurement’s item pricing before requisition is processed.

Step 7.0: Ask Director which account to use for requisition

Step 8.0: Receive items in FMS once they arrive

See FMS receiving process for further details.

Step 9.0: Obtain item breakdown list from school/office contact

Step 10.0: Hire summer part-time staff to prepare kits, distribution lists and delivery tickets

Step 11.0: Give distribution list and/or delivery tickets to Logistics

Step 12.0: Logistics staff completes all kit deliveries

Logistics must obtain a signature for each delivery.

Step 13.0: Prepare invoice and send to school/office contact

Step 14.0: School/office makes invoice payment by check and sends by PONY to DMM

Checks should be made payable to Montgomery County Public Schools Department of Materials Management.

Step 15.0: Upon check arrival, ask Director which account to apply payment

Return to Key Process